



POSITION STATEMENT

DIRECTOR OF DIVERSITY, EQUITY, and BELONGING

OVERVIEW

Brooklyn Friends School (BFS), a thriving PreK-12 Quaker school located in vibrant Downtown Brooklyn, seeks a visionary leader to serve (effective July 2021) as Director of Diversity, Equity, and Belonging to guide a vibrant community of eager-to-learn and engage students and highly committed and talented colleagues (BFS uses the all-inclusive term, colleagues, to refer to all rather than one that delineates faculty/staff). Founded in 1867, Brooklyn Friends School's pillars of social justice, service learning/civic engagement, and Quakerism, serve as guideposts for our action-oriented collective work. [Our school's history](#) has been illustrious and reflective of the expansive nature of human experiences. Guided by our [mission](#), BFS provides a dynamic, diverse, and robust social/emotional environment and academic program that cultivates compassionate, intellectually curious, and confident changemakers. As a school, we affirm that human diversity includes, but is not limited to: race, ethnicity, culture, national origin, religion, gender, gender identity and expression, sexual orientation, age, socioeconomic class, family structure and physical ability, as well as diversity of thought, talents, and learning style.

[This short video](#) gives you a glimpse into our contemporary experience.

THE LEADER

Reporting to the Head of School, the Director of Diversity, Equity, and Belonging is a vital leader in our community. This position involves serving as a resource, working with multiple school constituents to continue to cultivate an inclusive, antiracist, and culturally responsive school culture. Integral to the position are consistent reflection and assessment and the ability to guide and shape our efforts towards further evolution and growth.

We seek a leader with creativity and courage, empathy and thoughtfulness, strength and wisdom, who can envision institutional change at the policy, cultural, interpersonal, and individual levels. We seek a leader willing to pose the challenging questions and dilemmas present in our human fabric today that center identity, diverse perspectives, and the necessity to act upon, not just aspire to, all that a socially just, integrity-centered, and healthy community stands for and does.

The Director of Diversity, Equity, and Belonging will:

- Partner with the various members of the Leadership Team to collaboratively envision and lead programmatic initiatives grounded in the work of social justice.
- Keep Brooklyn Friends School at the forefront of academic excellence grounded in the richness of diversity of perspectives and lived experiences, a comprehensively inclusive curricula, and learning that magnifies the need for all members of our community to be respected, lifted, and fully seen and heard.
- Coordinate the efforts of all colleagues, Board of Trustees, BFF - Brooklyn Friends and Family (our Parents/Guardians association), and students in naming and confronting structural and systemic inequities as integral to our school's mission.
- Courageously and boldly identify markers for growth and development for all constituents in equity, belonging, and anti-racist work.
- Be an active, visible, and engaged presence within the overall life of the School.
- Envision, establish, and set direction for committees and affinity groups that have responsibility for carrying out diversity, equity, and inclusion work.
- Collaborate with colleagues - teachers, department chairs, division heads, and student support personnel in ongoing efforts to embed principles and practice of equity and social justice in the school's curriculum, pedagogy, and student life.
- Use leadership skills to assist in sustaining a welcoming and inclusive, diverse community, building strong relationships with families, students, colleagues, and alumni.
- Serve as a mentor and advocate for colleagues and design and deliver strong and effective professional development opportunities for all.

Qualifications and Characteristics Sought:

Educational Leadership

- Ability to develop and implement short and long-term social justice strategic goals and further track meaningful and measurable outcomes
- Experience as a teacher and teacher-leader with deep knowledge of pedagogy, curriculum, and child and adolescent development
- Demonstrated experience with the development of community partnerships that offer opportunities for innovative and experiential collaboration
- Possess knowledge of and experience in facilitating points of engagement grounded in mutual respect and appreciation/inclusion of difference

Knowledgeable in research, data acquisition and analysis, and successful implementation of strategies currently shaping effective and emboldened social justice in Prek-12, colleges/universities, nonprofits, and other entities

Social Justice Leadership

- A skillful educational and thought leader whose strategic thinking, lived experiences, and passion have meaningfully and positively guided diverse and inclusive communities
- Strong presence and an ability to inspire open, productive, and challenging conversations, which punctuate our insistence and focus on serving community members within an uncompromisable, inclusive, and antiracist construct
- Possess knowledge of and experience in facilitating restorative practices and mediation
- Knowledgeable in research, data acquisition and analysis, and successful implementation of strategies currently shaping effective and emboldened Diversity, Equity, and Belonging work in schools

Management Proficiency

- A highly adept and efficient decision maker and skilled communicator who seeks broad input and is known for transparency and collaboration
- Demonstrated success on carrying out strategic goals and initiatives and in leading teams
- Program development experience from conception to delivery of ideas
- Project management skills in implementing multi-layered and intersectional programs, supervising personnel, and managing a budget

Personal Qualities and Professional Requirements

- Master's degree or Ph.D. preferred, preferably in education, equity work, and/or educational administration or other related/applicable fields
- A dedicated lifelong learner in the field of Social Justice - Diversity, Equity, Inclusion & Belonging
- An appreciation for the ideals of Quaker philosophy and Brooklyn Friends School's mission. Comfort with and desire to learn more about Quaker values and decision-making practices
- Diversity and inclusion leadership experience and related professional background within a school setting is essential
- Demonstrated sensitivity, knowledge, and understanding of the diverse backgrounds of community members with a continuous focus on healthy relationship building
- Excellent leadership abilities, interpersonal and collaborative skills, speaking and writing skills, strong listening skills, organizational skills, and the ability to follow through required
- A detailed thinker with the ability to work independently as well as collaboratively, flexibly, and thoughtfully in a fast-paced and ambitious environment with minimal supervision.is not available
- A leader with high character and impeccable integrity with the ability to handle sensitive information with discretion and tact

Specific Responsibilities Within the Role Include:

1) *Thought Leadership:* Providing thought leadership and support to divisional leadership and comprehensive colleague body in evolving our understanding, capacity, and efficacy on serving as a socially just, inclusive community, which acknowledges our challenges and actively seeks ways to address them.

2): *Systems Management:* This leader will have data management responsibilities, ensuring a robust, current, and accessible electronic database with professional development/growth opportunities for BFS community members in the areas of diversity, equity, inclusion, and belonging work.

3) *Communication:* Facilitating communication about Brooklyn Friends School's footprint in this work service learning and civic engagement efforts throughout the school community and the broader community (through the Office's web page and related articles published on the school website, podcasts, E-News, presentations, videos, and other suggested points of collaboration.

4) *Teaching and Curriculum Development:*

- Collaborating on developing curriculum and co-teaching a course with the Director of Global Civic Engagement and Service Learning for a 9th grade integrated course that provides a foundation for students' Upper School learning experiences and introduces key teachings and opportunities for growth. (For future years, consider methodology and necessary partners to expand this beyond ninth grade.)
- Envisioning, designing, and initiating appropriate points of engagement for our Preschool, Lower School, and Middle School divisions
- Within time, build and grow a solidified affinity group structure of support for our students and colleagues.

5) *Developing the vision and eventually leading an All-School Equity and Belonging Committee:* The Committee would function as a visioning group, articulating and clarifying the mission-aligned purpose and integration of social justice principles school-wide. The Committee would aim to build confidence and competency with the core principles and implementation of social justice principles within and outside the classroom.

6) *Learning Opportunities - Planning and Execution:* Partnering with the Director of Global Civic Engagement and Service Learning and other members of the community to schedule and coordinate logistics for social justice-related opportunities including conferences (e.g. annual student-led Community Issues Conference and Brooklyn in Solidarity events), guest speakers, film screenings, discussion groups, professional development, and workshops.

7) *Presenting and Networking:* Presenting at conferences as well as representing the Center for Educational Justice, Belonging, and Action at local and national events. Also,

welcoming colleagues from other schools to learn about how we work to examine and live the core principles of a socially-just and fully inclusive educational experience at Brooklyn Friends School.

8) *Uncompromising Focus.* Flexibly doing whatever is needed to make this critical and mission-aligned work actionable, successful, and a prioritized focus for all in our community.

To apply, please provide the following:

1. Resumé/Curriculum Vitae – Candidates are encouraged to include hyperlinks to applicable examples of their work in their professional journey
2. A Personal Statement/Cover Letter addressed to Head of School, Crissy Cáceres, that expresses the ways in which your journey has demonstrated the school's pillars of Equity and Belonging, Quakerism, and Service Learning/Civic Engagement and how you see yourself further making them actionable within the context of your leadership
3. List of four references with name, title, relationship, and contact information
4. Optional: Any other documents, media, or artifacts from your experience that you think represent you in an authentic manner
5. Email the above as attachments or (if possible) one comprehensive PDF to hr@brooklynfriends.org. Please put as subject line, Director of Diversity, Equity, and Belonging. Thank you!