



# INSTITUTE *of* NOTRE DAME

## JOB POSTING

<b>ORGANIZATION:</b>	Institute of Notre Dame (IND) 901 Aisquith Street Baltimore, Maryland 21202
<b>POSTED:</b>	January 7, 2019
<b>DEADLINE:</b>	Until filled
<b>POSITION:</b>	Director of Equity and Inclusion
<b>TYPE OF POSITION:</b>	Full-time
<b>STARTING DATE:</b>	August 19, 2019

### **DESCRIPTION**

The Institute of Notre Dame (IND), located in the heart of Baltimore, offers a unique educational experience for high school girls. Founded by the School Sisters of Notre Dame (SSND), our students are independent young women of strength, compassion and character. IND opened its doors 171 years ago. We share the SSND message of hope, faith and education for all. The urban experience develops our students' inner strengths, increases their depth of character and prepares them for the "real-world." Active and meaningful traditions connect our girls to the 11,500 alumnae who came before them. Our unique location in a vibrant, creative city affords our girls many opportunities to learn, work, volunteer and enjoy themselves all over Baltimore and beyond. IND is first in Maryland to offer all three programs developed by Project Lead the Way®, the nation's top provider of STEM curriculum—Biomedical Sciences, Engineering and Computer Science. New courses, a new dance studio, arts scholarships and upgrades to our historic auditorium enhance our already popular Visual & Performing Arts Program. With 19 sports teams and over 40 clubs and activities, our girls have many opportunities to pursue interests outside the classroom.

### **SPECIFICATIONS**

This position reports to the Assistant Head of School for Academics and is responsible for leading the school's diversity, equity, and inclusion work with faculty, staff, students, families, and alumnae. This dynamic individual will be responsible for:

1. Developing programming for students on matters of race, gender, ability, ethnicity, age, socioeconomic status, inclusivity, and more.
2. Creating, promoting, and executing professional development opportunities for faculty and staff to advance the social and cultural competencies of all.
3. Providing support, resources, and guidance for all members of the school community, including students from diverse backgrounds and international students.
4. Partnering with the Assistant Head of School and Department Chairs to evaluate, advise, and support the development of a diverse and inclusive curriculum.
5. Chairing the student, parent, and faculty diversity committees.
6. Organizing, coordinating, and executing special events such as MLK Day, Hispanic Heritage Month, leadership workshops, student facilitator training, etc.
7. Teaching 3 academic classes
8. Assisting the Administration in hiring and retaining a diverse faculty and staff.

### **REQUIREMENTS**

The successful applicant will have a bachelor's degree, master's degree preferred, and 3-5 years experience in diversity and inclusion work in a high school setting. Candidates should have demonstrated leadership abilities and a commitment to advancing a culture of equity and inclusion. The applicant must be an effective communicator, a team player, and a role model for students and adults. The ideal applicant will be flexible, diplomatic, collaborative, patient and possess a sense of humor.

### **SUBMISSION**

Please submit a cover letter and resume with three references to Lisa Wetzel, Assistant Head of School for Academics at [lwetzel@indofmd.org](mailto:lwetzel@indofmd.org).

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