



The **Norfolk Collegiate School** is seeking its first **Director of Diversity, Equity and Community Inclusion**. Norfolk Collegiate values its dedicated faculty and staff. Each member plays a critical role in providing a warm, challenging, supportive environment for the students.

Norfolk Collegiate offers employees competitive professional development funding and a generous benefits package. Relocation assistance will be made available to the successful candidate who must relocate to assume employment. The school provides an environment that is characterized by open communication, collaboration and a strong sense of community. The combination of motivated students, engaged families, active institutional support and highly qualified employees makes Norfolk Collegiate School a satisfying place to work.

Norfolk Collegiate School develops critical thinkers, doers and explorers through innovative, engaging instruction in an inclusive and supportive learning community.

Visit the school's website to learn more - <https://www.norfolkcollegiate.org/home>

Big Back Pack is assisting the school in recruiting candidates for this position. For more information, contact Steve Mandell at steve@bigbackpack.org.



The Position

Norfolk Collegiate School seeks an experienced professional to serve as **Director of**

Diversity, Equity and Community Inclusion. This senior administrative position reports to the Head of School and serves as a resource for faculty, staff and the school community. Successful candidates will have the skills to both lead and support the school's DEIJ efforts across all segments of the school. The school's DEIJ mission and purpose statement articulates the vision for the school to "guide students, faculty, staff, and the community to a more thoughtful understanding of and commitment to equity, diversity, inclusion, and justice and how this contributes to the school's significance and success in the 21st century."

Qualities of a Successful Candidate

- Strong written and communication skills
- Strong interpersonal skills
- Experience in leading and facilitating discussions in the areas of DEIJ Ability to collaborate with various school constituencies
- Understanding and appreciation of organizational behavior
- A strategic mindset that generates both immediate solutions and generational outcomes

Qualifications and Credentials

- A bachelor's degree is required; a master's degree in an appropriate field is preferred
- 5-7 Years of experience in diversity and community inclusion or applicable field of work experience in a school or educational setting a plus

Responsibilities of the Director of Diversity, Equity and Community Inclusion

- Serves on the School's Senior Leadership Team
- Leads the development of student and community programming providing intentional focus to diversity, equity, inclusion and justice initiatives
- Supports DEIJ work of the faculty and staff by acting as a resource for expertise and solutions and providing professional development in DEIJ and cultural competences
- Works to ensure the desired DEIJ outcomes identified by the School are

operationalized across all segments of the organization

- Partner with academic and student life leadership on DEIJ initiatives and programming
- Actively supports the advancement efforts of the School, including admissions, communication, community relations and development.
- Work with the division heads and other instructional leaders to ensure that the curriculum and instructional strategies reflect the rich diversity of the School and the world around us
- Manages budgets in coordination with the Finance Department
- Serves as the point of contact for and supports the Board's DEIJ Steering Committee
- Serves as a resource for students in developmentally appropriate ways as they learn and grow in an equitable and inclusive school community
- Partner with other administrators to recruit, welcome and retain employees of color and diverse backgrounds to ensure that our faculty and staff reflect our richly diverse community at all levels of the school
- Actively engage in the instructional program in the school by teaching one class

Why the Hampton Roads region of Virginia?

Hampton Roads is situated in the middle of the Eastern seaboard where the James, Nansemond and Elizabeth rivers pour into the mouth of the Chesapeake Bay. It is recognized as the 33rd largest Metropolitan Statistical Area (MSA) in the United States, eighth largest metro area in the Southeast United States and the second largest between Atlanta and Washington, DC. Six of the 10 largest population centers in the United States are located within 750 miles of Hampton Roads.

Hampton Roads is the birthplace of Colonial America. It is home to Jamestown, the first permanent English settlement and to Colonial Williamsburg. Its rich history, thriving maritime industry and beautiful waterfront landscapes merge with livable communities, modern technology, economic prosperity and a strong military presence to create a

unique and welcoming place in which to live and conduct business. The seven cities boast endless possibilities for entertainment and fun, and the natives here know it.

To Apply

Interested and qualified candidates should submit electronically in one email and as separate documents (**preferably PDFs**) the following materials:

- A cover letter expressing their interest in this particular position
- A current résumé
- Unofficial copies of transcripts of all undergraduate and graduate degrees
- teacher certifications, if applicable
- A list of five (5) professional references with name, phone number, and email address (references will be contacted only with prior candidate approval).

It is the policy of the Norfolk Collegiate School to not to discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, sexual orientation, or veteran status.

All materials should be sent via email to:



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