



Dean of Diversity, Equity and Belonging

EMPLOYEE STATUS: 100% FTE, exempt, year-round.

Note: This is an in-person, on-site position.

START DATE: July 2024

SALARY RANGE: \$165,000-190,000 USD. Bay also offers a strong benefits package for long-term employees working at least 60% of full-time

About the Bay School:

Located in the Presidio of San Francisco, The Bay School is an independent, college-preparatory high school committed to equity and belonging within Bay and beyond. The school seeks to provide its students with a challenging, innovative curriculum and a collaborative, supportive community. Please visit our website at <https://www.bayschoolsf.org/> to learn more about our school.

About the Role

The Bay School of San Francisco seeks an experienced, collaborative, and innovative Dean of Diversity, Equity and Belonging (DEB). The Dean of DEB holds a key senior leadership role, reporting to the Head of School, sitting on the 7-member Educational Leadership Team, and working strategically and collaboratively to advance and sustain the school's mission-aligned and active commitment to diversity, equity, belonging, and anti-racism.

The Dean of DEB's primary responsibilities will include leading the faculty and staff to ensure that our educational programs and institutional policies and practices support diversity, equity, belonging, and anti-racism; developing a multi-year plan to build capacity among faculty, staff, and students to engage in best practices to support belonging; communicating Bay's DEB vision, plans and practices in a variety of settings; supporting school affinity groups and DEB groups; managing the change efforts aimed at continuing to build an equitable and inclusive community, including developing metrics to determine progress.

The right person for this role will have experience creating meaningful, mission-aligned content, programs, and industry-leading policies all of which operationalize DEB into decision-making and systems.

The ideal candidate will possess the following experience, qualities and abilities:

- Finds resonance with The Bay School mission, philosophy, and precepts;
- Dedicates themselves to anti-bias and equity work and understands the social justice dimensions of education;
- Commits to ongoing professional growth;
- Welcomes and learns from feedback;
- Enjoys being in a high school community;
- Values mindfulness as a practice.

Major Responsibilities

Culture & Learning

- Co-create and support an ambitious vision for DEB as a shared community responsibility and practice at Bay.
- Effectively communicate Bay's DEB vision, plans, and practices to Bay's various constituents and community members.
- Identify, design, and facilitate appropriate, ongoing DEB & anti-racist education for Bay's various constituents, including professional development trainings, student-facing education, and coaching.
- Advise, coach, and/or provide appropriate resources on equity-centered, anti-racist pedagogy, curricula, and student engagement for faculty and on equity-centered, anti-racist policies and practices for non-teaching staff.
- Demonstrate excellent verbal communication and education skills to engage effectively with students, providing counseling, and fostering an approachable and available demeanor for student support

Community Engagement & Relationship Building

- Build collaborative and trusting relationships with leadership, staff, faculty, board members, students and families.
- Work with other senior leaders, such as the Dean of Students and Dean of Faculty, to support student affinity groups, adult DEB and anti-racist groups, as well as programs that serve Bay's DEB goals such as Jump Start, a bridge program for incoming 9th graders.
- Model and develop protocols for engaging in hard conversations, mediating conflict and facilitating restorative practices with Bay's students, faculty, staff and leadership.
- Inspire and guide colleagues to collaboratively develop clear practices and processes for Bay's vision of shared responsibility for DEB.

Organizational Change Management

- Work collaboratively with senior leadership and DEB working groups (staff and faculty DEIB committee, DEB Committee of the Board and unlearning racism group) to identify DEB priorities and goals for the school.
- Build alignment and buy-in among Bay's varied community members around DEB plans and activities. Serve as a school administrator on the Bay Board DEB

Committee. As requested, attend Bay Board meetings as a non-voting member and make presentations to the Board as requested by the Head of School.

- Draft and refine a practical and effective implementation plan for DEB as identified by the School through its own assessment work and that of its most recent CAIS/WASC report, as well as the goals set forth in the strategic design for DEB.
 - In collaboration with the Head of School and senior leadership, identify DEB priorities from policy, culture and curricula assessments and the strategic equity plan.
 - Devise a realistic, measurable implementation plan with leadership, faculty and staff.
 - With Head of School and senior leadership, design and refine accountability and evaluation measures.
 - Measure progress against goals and priorities, and revise plans, practices and policies as needed.

EDUCATION: A minimum of a Bachelor's Degree with evidence of ongoing development/education related to educational leadership, change or organizational management, DEB, and/or social justice work.

EXPERIENCE:

- 3+ years of experience leading and managing diversity, equity, inclusion and belonging efforts in K-12 schools, higher education institutions. Open to candidates from nonprofits, or companies with evidence of work with adolescent groups.
- Exceptional interpersonal skills, emotional intelligence, and ability to develop meaningful relationships with both adults and adolescents.
- Expertise and deep grounding in the theories, praxis, and best practices of diversity, equity, inclusion, belonging, justice, anti-racism, and intersectionality.
- Experienced Administrator with an educator orientation, fueled by a passion for learning. Proven ability to establish frameworks for faculty to design and implement inclusive curricula and pedagogy. Proven ability to move an organization to achieve its DEB goals. Additionally, adept at developing educational experiences tailored for diverse audiences, including staff, students, and families.
- Bring valuable experience in working with high school student populations.
- Excellent written and oral communication skills; listening and empathy; and a track record of being a community-builder across different constituencies and identities.
- Knowledge and skill in working with diverse populations and communities represented at Bay. An understanding of the systems of inequity and oppression that shape San Francisco and the greater Bay Area.
- Connections to a network of DEB and social justice practitioners and educators, on whom to draw upon to support the ongoing DEB efforts at Bay.
- Demonstrated ability to adapt, learn and grow as Bay's DEB vision and plans evolve and unfold.

The Bay School is proud to be an equal-opportunity employer. We strongly encourage those with underrepresented, minoritized identities and lived experiences to apply. We recognize that candidates may not have the exact list of skills and experience listed, and encourage those who meet many of our key needs to apply.

OTHER REQUIREMENTS: Job offers are contingent upon clear LiveScan fingerprinting and TB risk assessment. Other requirements include completing first aid/CPR training, mandated reporter training, anti-harassment training, and bloodborne pathogen training. Access to these mandatory trainings are provided and paid for by the school.

All employees of The Bay School of San Francisco are required to abide by the policies outlined in the Employee Handbook and other policies and procedures of the school, such as signing in using SchoolPass upon arrival to campus, notifying their supervisor if they will be tardy or absent, and participating in emergency drills.