



Director of Diversity, Equity, Inclusion and Belonging 2023–2024

Thomas Jefferson School (TJ) seeks a full-time administrative faculty member for the 2023–2024 to serve as the school’s inaugural Director of Diversity, Equity, Inclusion, and Belonging. This key institutional leader will be responsible for partnering with the Head of School, the administrative and programmatic leadership teams, and the Board of Trustees in infusing DEIB values across the school’s programs and practices. The Director of DEIB will report directly to the Head of School.

Like other key leaders, the Director of DEIB will carry teaching responsibilities as well. As a liberal-arts institution, TJ values individuals with talents and passions in more than one field; full-time faculty generally teach in more than one department to model the kind of intellectual flexibility we aim to cultivate in our students. Desired subject areas for 2023–2024 include biology, chemistry, mathematics, visual arts, social studies, and/or English language and literature.

As both an educator and a thought leader, the Director of DEIB will be uniquely positioned to shape and advance TJ’s vision and strategic plan for diversity, equity, inclusion, and belonging. The existing five-year strategic plan created in 2021 will provide a framework to guide these efforts as the Director of DEIB engages with key constituent groups to institutionalize meaningful change.

Strategic priorities include the following:

- ❖ Working with the administrative leadership team and the Board to ensure equity in governance, organizational structures, policies, and processes;
- ❖ Partnering with the teams responsible for developing the school’s academic, co-curricular, and extracurricular programs to evaluate, refine, and design programs that incorporate diverse perspectives and to ensure that related policies are inclusive;
- ❖ Leading the work of establishing standards for cultural competency for employees and students alike.
- ❖ Creating opportunities for various constituencies to engage in respectful, open exchanges that lead to a greater understanding and appreciation of the diversity of experiences and perspectives within TJ and the greater community.

Administrative responsibilities include the following:

- ❖ Lead the development of and oversee all programming related to DEIB, including affinity groups and professional development for faculty and staff.
- ❖ Support the board’s DEIB Committee by acting as its administrative liaison.
- ❖ Participate in the recruitment, hiring, onboarding, evaluation, and retention of faculty and staff.
- ❖ Oversee the Community Connection Committee, which is responsible for planning both required and optional community-building events.
- ❖ Serve on the Curriculum and Faculty Growth Committee.

Faculty responsibilities include the following:

- ❖ Teaching two year-long courses
- ❖ Advising and monitoring the academic and social/emotional development of six to eight students across all grade levels and communicating regularly with their parents/guardians
- ❖ Performing evening and/or weekend supervision on campus (approximately 30-40 hours of supervisory duties, plus 30 hours of on-call responsibilities, over the course of the school year)
- ❖ Serving as an athletic coach, study-hall supervisor, and/or club adviser as assigned
- ❖ Sharing chaperoning duties for school-sponsored student trips and attending or participating in some school-organized activities—e.g., social, cultural, athletic, or clubs events
- ❖ Partnering with parents to communicate and educate about all things TJ, providing resources to help better support their child(ren)

The ideal candidate is a relational leader with skills and qualities in the following areas:

- ❖ Genuine appreciation of both middle- and high-school students;
- ❖ Strong written and oral communication and interpersonal skills;
- ❖ Creative and collaborative problem-solving
- ❖ Relevant educational background and working knowledge of current research, trends, and practice in DEIB work;
- ❖ Experience inspiring and forwarding commitment to DEIB;
- ❖ Teaching experience, including knowledge of curriculum review and design and familiarity with applicable instructional practices, resources, and technologies;
- ❖ Commitment to continuous professional growth;
- ❖ Collegial spirit, positive outlook, a sense of humor, and willingness to participate in all aspects of community;

Thomas Jefferson School is a small, coed boarding and day school for high-ability students in grades 7-12. We are known for our strong liberal-arts focus and close-knit, international community. TJ is consistently ranked among the top boarding schools in the nation and is rated by Niche as the most diverse private school in Missouri. As a boarding and day school, on-campus life is a major part of our program. All administrative faculty members shape and contribute to the culture of our close-knit community by engaging with students both in and out of the classroom. For more information about our school, visit www.TJS.org and refer to our [Statement of Faculty Excellence](#) and [Statement of Mission and Philosophy](#).

Mission:

Thomas Jefferson School engages its students in the education necessary to live as responsible citizens of the world. Through the strongest possible college-preparatory program and within a nurturing community, students develop a responsibility for their own learning and a desire to lift up the world with beauty and intellect.

Please send a letter of interest and current résumé to: Jane Roth, Head of School (jroth@tjs.org).