



The Buckley School is a dynamic, nurturing learning community committed to equity and inclusion, and as such, seeks to hire talented employees with diverse backgrounds.

Assistant Director of DEI K-8

The Buckley School, Los Angeles' oldest K-12 all-gender learning institution, seeks an Assistant Director of DEI for the 2024-2025 school year. The Assistant Director will plan and guide K-8 DEI initiatives, serve as an instructional coach to faculty supporting their integration of culturally responsive teaching, provide support to students, faculty and families as needed, and collaborate with a wide range of stakeholders - including and not limited to academic leadership, faculty, students, and families - to help create a deep sense of belonging for every member of the Buckley community. This position will report to the Director of Diversity, Equity & Inclusion and is responsible for serving as an advisor, supervising affinity groups and affinity group leaders, teaching two classes during the school year, and teaching two classes during summer school.

ESSENTIAL FUNCTIONS

- Collaborate on the development and implementation of the school's DEI Strategic Plan
- Facilitate ongoing faculty and staff Professional Development (PD), including individual, small group, and full faculty coaching, workshops, and discussion groups, and finding and promoting external learning professional development opportunities.
- Collaborate with classroom teachers, department chairs, and division heads on course and curriculum development; provide guidance to support culturally responsive teaching and learning
- Develop and oversee K-8 student affinity group and diversity club/council program, including advising a mix of affinity groups and clubs/council, and providing supervision and guidance for other affinity group and club/council advisors
- Lead and oversee K-8 DEI and multicultural programming, including assemblies, advisory, and the integration of culturally responsive teaching to other disciplines
- Participate in admissions efforts, including open house, outreach efforts, etc.
- Participate in community events, including and not limited to the back to school bash, fair, gala, parents association meetings, etc
- Participate, as needed, in hiring efforts, including attending hiring fairs, outreach and interviews
- Co-design and oversee annual MS DEI youth leadership conference, and identify, market, and chaperone external DEI conferences and opportunities for MS students
- Provide restorative and educational support in discipline issues as appropriate
- Coordinate with Communications on publicizing and marketing of K-8 DEI events
- Pursue personal PD opportunities to remain apprised of latest industry best practices
- Develop and nurture relationships with members of the broader community who are leaders in the field of DEI

Additional Responsibilities:

- Teach, as needed, two (2) classes
- Teach, as needed, two (2) upper school summer school I.O.I. course

- Serve as Advisor to Middle School students
- Chaperone off-campus middle school trips, including outdoor ed, as requested
- Facilitate, advise and support K-8 affinity and clubs/councils groups; serve as affinity group advisory, if needed, in upper school
- Provide on campus supervision, cover classes, and other duties as assigned

EDUCATION AND/OR EXPERIENCE

- Possess the minimum of a Bachelor's Degree from an accredited college or university, graduate degree and/or teaching credential preferred.
- Possess 3-5 years of experience in DEI leadership, and 3-5 years of K-8 classroom teaching experience, preferably within an independent school.

SKILLS AND ABILITIES

- Models the highest standards of professionalism and creates warm, uplifting and trusting learning environments and working relationships marked by humor, positivity, humility, empathy, excellent emotional intelligence, extraordinary interpersonal skills, and collaboration.
- Demonstrates great individual integrity, initiative, self-awareness, commitment to personal and professional growth, and the ability to receive and apply feedback
- Possesses a passion for education, particularly in an independent school environment, conveyed by a solid understanding of educational practice and philosophy grounded in DEI
- Knowledge of and demonstrated competency in diversity, equity, inclusion, restorative practices and social justice.
- Relishes the joys and challenges of working with K-12 students and possesses a deep understanding of the intellectual, social, emotional, and physical development of children
- Demonstrates adaptability, dependability, good judgment, strong social skills and the abilities to read, assess, imagine, evaluate, calculate, & make wise decisions
- Significant experience implementing instructional programs
- Demonstrates strong communication skills in person, in writing, by phone and through other electronic means (such as Zoom).

KNOWLEDGE

- Current knowledge of all subject area content
- Knowledge of instructional methodologies to support discipline-specific and transdisciplinary learning, and the ability to learn and implement new instructional practices over time
- Knowledge of and ability to implement useful diagnostic and progress assessment measures.
- Knowledge and effective use of instructional methods and learning materials
- Knowledge of Microsoft Office, Google Suite, Blackbaud/Education Edge, Zoom, and the ability to learn new and evolving technology.

COMPENSATION

\$90,000 = \$120,000 per year depending on experience.

The base salary is separate from fringe benefits, such as retirement contributions, daily lunch, on-site parking, contributions to medical, dental, vision, life/AD&D plans, our generous time off policy, or potential stipends (for eligible employees). Our pay ranges are reasonable estimates of what the School anticipates paying for a role but are not guaranteed. If hired at The Buckley School, your actual base salary will be determined by your education and experience.

TO APPLY

Interested candidates should send their resume and cover letter to jobs@buckley.org. In a cover letter/email please explain how you have included diversity, equity, and inclusion in your work with students or colleagues.

ABOUT THE SCHOOL

The Buckley School proudly carries on the mission of its founder, Dr. Isabelle Buckley, who in 1933 set out to provide students with an education characterized not only by academic excellence, but also a sense of self-esteem, responsibility, and character. At the heart of Buckley's ethos is a commitment to providing students in kindergarten through grade 12 with a program based on critical thinking, creative self-expression through arts, physical development, and moral education.

At The Buckley School, faculty and staff believe in their students, see their capacity for growth, and nurture their ability to create and evaluate. Students are honored for their diverse backgrounds and admired for their ability to lead with empathy and courage. Inspired by its mission, the Portrait of a Graduate, Dr. Buckley's Four-Fold Plan — education with equal emphasis on Academics, the Arts, Athletics, and Moral Education — and the Buckley Commitment of Honesty, Loyalty, Respect, Kindness, Self-Reliance, and Self-Discipline, faculty uplift students and build community every day.