



FLINTRIDGE
SACRED HEART

Leadership Position: Director of Diversity, Equity and Inclusion



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Position Purpose and Mission

Flintridge Sacred Heart Academy, a Catholic, Dominican, independent day and boarding high school for young women in La Cañada-Flintridge, California, seeks an inaugural Director of Diversity, Equity and Inclusion to join the senior leadership team and lead the school's diversity, inclusion, equity, and justice efforts. Flintridge Sacred Heart seeks a mission-driven leader with integrity, courage, tenacity, strong emotional intelligence, and the creative capacity to grow with our school's transformational justice initiatives towards becoming an antiracist, anti-bias Catholic school. Reporting to the President of Flintridge Sacred Heart, the Director of DEI will work in partnership with the Director of Community Life and the Director of Adult Mission Formation and be a valued member of our highly collaborative and purpose-directed Academy Administration team.



Founded in 1931 by the Dominican Sisters of Mission San Jose, Flintridge Sacred Heart lights the path for each student to pursue truth in her studies and in life, as she becomes a courageously curious thinker and the best version of herself. Our initiatives in diversity, equity and inclusion flow from our mission: Flintridge Sacred Heart, a Catholic, Dominican, independent, college-preparatory, day and boarding school, educates young women for a life of faith, integrity and truth. Our faith animates our commitment to mission. In choosing diversity, equity and inclusion from the ground and dynamism of our mission, we deliberately affirm these practices as concrete expressions of the gospel of Jesus, expressed in his life and teaching. Lived from the foundation of mission, DEI centers "Veritas" (truth) as a standard for our school community.



Along with working with the senior leadership team, the Director of DEI will facilitate our Dominican Justice Community, established in 2020 as a multi-constituency group within the larger school community to serve the greater mission of the school: called to faith, integrity and truth. The DJC works with students, parents, administration, faculty, staff, board and alums to take systemic, equitable steps to catalyze our emerging future as a safe, brave and inclusive space, where the dignity of every human is honored. The Director of Diversity, Equity and Inclusion has a unique mission opportunity to lead and guide a school community, grounded in faith, to become the best version of itself.



Key Opportunities

This position is a capacity building, infrastructure developing opportunity to assist our entire community in becoming an anti-racist, anti-bias, justice-centered school.

- Leadership: Strategically plan and implement institutional changes and community-wide learning opportunities.
- Faith-Based Community: Work within a community whose core principles compel the work of transformative culture change.
- Collaboration: Join a committed group of colleagues and volunteers from all constituency groups who have begun developing an infrastructure for institutionalized justice.
- Continued Professional Growth: Engage in ongoing learning and development through school-sponsored educational opportunities.



Essential Responsibilities

- Serve as a member of the Senior Leadership Team (Academy Administration) and report to the President.
- Collaborate with the Director of Community Life and the Director of Adult Mission Formation in the mission-driven embedding of diversity, equity and inclusion across the Flintridge Sacred Heart school community.
- Work with the Board of Directors and Academy Administration to develop and implement strategic planning.
- Facilitate the Dominican Justice Community (DJC), animating the DJC's purpose and mission by holding space for DJC monthly meetings, directing regular capacity-growing training for DJC members, and actively supporting their outreach and engagement with their constituencies.
- Give leadership to the school's growth, development and fulfillment of its diversity, equity, inclusion and justice commitments, rooted in the Dominican charism of Veritas and Catholic Social Teaching.
- In partnership with other relevant administrators, design pro-active Mission DEI engagement, education and training for faculty, staff, administrators, board of directors, parents, alumni, prospective parents, and students.
- In collaboration with other pertinent administrators, identify and secure appropriate outside experts and resource materials to support the school's continued growth as an antiracist, anti-bias institution.



- Work closely with the Director of Marketing and Communications, assisting with regular DEI messaging within and beyond the school-wide community.
- Coach department chairs and faculty to employ culturally responsive instructional practices that create equitable and inclusive classroom communities and an uplifting and affirming learning experience for all students.
- Oversee, in partnership with department chairs and the assistant principals, a cyclical review that progress monitors school-wide integration of diversity, equity and inclusion through regular engagement with NAIS's AIM survey and other pertinent tools that gather and utilize student performance and experience data to inform further program development.
- Assist in the creation of a new DEI Committee of the Board of Directors, including defining the purpose and scope of the committee.
- Collaborate with the Assistant Principal for Curriculum and Instruction, the Assistant Principal for Student Affairs and the Director of Community Life to ensure that school programming promotes equity and honors diversity.
- Design regular and ongoing professional development experiences, including new faculty orientation, in partnership with Academy Administration.
- Participate actively in recruiting and hiring of faculty and staff.
- Participate in the review and selection of new students.
- Partner with Academy Administration and other department leaders to institutionalize an antiracist, anti-bias school culture through initiating, implementing and progress monitoring equitable practices, processes and systems among all constituencies of our school.
- Participate fully in the life of the school: attend assemblies, games, concerts, galas, and other school events.
- Perform various duties, taking on other responsibilities as may be assigned by the President (i.e. attend national and regional conferences such as the People of Color Conference).

Qualities of the Director of DEI

The ideal candidate will be an action oriented, effective leader who recognizes the significance of centering student voice. As an experienced facilitator of cultural and systemic change, the candidate will also demonstrate capacity to initiate collective transformation. Informed by the spirit of the school's sponsor, the Dominican Sisters of Mission San Jose, the Director of DEI will:

- Model professional excellence and create warm and trusting working relationships marked by faith, integrity, truth, strong emotional intelligence, interpersonal skills, and collaboration.
- Convey a solid understanding of educational practice and philosophy grounded in DEI and Catholic Social Teaching.



- Demonstrate great individual integrity, initiative, self-awareness, commitment to personal and professional growth, ability to receive and apply feedback, and the ability to advance multiple strategic and operational priorities simultaneously.
- Embrace the joys and challenges of working in a day and boarding high school for young women and possess a deep understanding of human development, including a particularly strong understanding of the spiritual, intellectual, social, emotional, and physical development of adolescents and adults.
- Possess deep appreciation and passion for education, particularly within a Catholic, Dominican, independent school environment committed to the primary value/virtue of Veritas.
- Possess and utilize leadership skills and knowledge of models of adult learning to motivate, educate and excite faculty.
- Possess skill in and commitment to restorative practices as a means of facilitating culture change.
- Offer evidence of a successful track record in meeting or exceeding stated goals.
- Convey a solid understanding of educational philosophy grounded in DEI and Catholic Social Teaching and remain current in best practices.

Education and Experience

Required:

- Bachelors degree.
- Served as a Director/Assistant Director of Diversity/Equity/Inclusion/Justice or two years of paid consulting experience in Diversity/Equity/Inclusion/Justice work.

Preferred:

- Graduate degree.
- Academic credentials in Diversity/Equity/Inclusion/Justice.
- Experience at an independent school.
- Five or more years teaching and two or more years administrative experience.
- Familiarity and practice in the principles of Catholic Social Teaching.



Procedure to Apply

To find out more about this full-time opportunity, visit us at www.fsha.org. Flintridge Sacred Heart offers a rich and supportive environment, competitive salary and benefits, and a chance to make a difference in this important position. If this sounds like the career move you've been looking for, send your cover letter, resume and statement of educational/leadership philosophy and practice (no more than two pages) to humanresources@fsha.org. Please put the job title in the subject line.

Flintridge Sacred Heart Academy is an equal opportunity employer. We evaluate all applicants without unlawful consideration of race, color, age, religion, gender, marital status, disability, veteran status or any other characteristic protected by applicable law.



Benefits

- Friendly environment located on a beautiful hilltop-campus in La Cañada.
- Daily, complimentary lunch.
- Full-time employees are offered medical, dental and vision benefits (employee and school each pay a portion).
- Full-time employees are offered a 403B plan. After one year of full-time employment the school contributes 5% of salary per quarter.
- Professional development opportunities.



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