

St. Francis

CATHOLIC HIGH SCHOOL



Job Profile

Job Title:	Diversity Coordinator
Department:	Administration
Reports to:	Principal
Date:	6/23/21

Job Status:

Exempt <input type="checkbox"/>	Non-Exempt X
Full-time <input type="checkbox"/>	Part-time X 16 hours per week

General Summary

What is the primary purpose of this position?

Working with administrators, faculty, and staff, the Diversity Coordinator at St. Francis Catholic High School is responsible for identifying needs, promoting honest discussion of racial diversity issues and initiating steps needed to sustain an inclusive, welcoming community, consistent with the mission of the school. The Diversity Coordinator will continue the vision and strategy in place through the Racial Reconciliation Plan that champions the importance and value of a diverse and inclusive community. This position will engage administration, faculty, staff, and students to build a welcoming and inclusive culture at SFHS, and will serve as an advisor and resource for administration, faculty, staff, and students in the areas of diversity, equity, and inclusion. The Diversity Coordinator will design training initiatives on cultural competency and other topics designed to increase awareness and support of equity and inclusion in keeping with Catholic Church teaching. The person in this position must be an active, practicing Catholic. This position is a part-time position and is not benefit-eligible.

Essential Responsibilities

List all major job functions performed on a regular basis.

All areas of responsibility must be operated consistent with the Catholic mission of the school.

- Assists the leadership in aligning the school's practices in the areas of diversity, equity, and inclusion with our identity as a Diocesan Catholic school;
- Serves as consultant and resource to students and faculty on a range of strategies, opportunities and initiatives that will further diversity and inclusion within the SFHS community;
- Develops programs and processes to promote diversity and inclusion throughout the community;
- Builds authentic and collaborative working relationships with external diverse communities and stakeholders. Introduces school leadership to minority community leaders and groups;
- Works with administration to improve effectiveness and success in the recruitment and retention of a diverse faculty and staff;



Job Profile

- Assists and advises leadership in creating and sustaining an environment which fosters a respect for the integration of diverse students into the academic, co-curricular, athletic, spiritual, and social areas of the school;
- Works with Admissions office to recruit, welcome, and retain students from diverse backgrounds;
- Works with Campus Ministry on ways to contribute to the spiritual values and activities of the school;
- Plans, develops, and markets inclusion-focused education, programs, and events for staff, students, and parents;
- Plans and coordinates professional development focused on faculty growth in understanding the role of social and cultural factors in both learning and teaching;
- Assists in the facilitation and implementation of cultural competency training for faculty and staff;
- Supports and develops student leadership in matters related to diversity, equity, and inclusion;
- Serves as mediator/facilitator of diversity-centered student conflicts;
- Collaborates with counseling staff on methods of appropriate intervention as it pertains to diverse groups within the SFHS community;
- Partners with faculty across all grade levels to promote greater emphasis on multicultural education;
- Researches and identifies current and emerging issues, trends and opportunities in the area of diversity, equity, and inclusion.

Job Specifications/Requirements

List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.

Education:

Bachelor's Degree in education-related field required; Master's Degree preferred.

Job experience:

- Prior experience in a secondary school environment or equivalent experience working with high school students;
- Experience working with students from diverse backgrounds and demonstrated ability to establish trust and rapport.

Technical/Functional skills:

- Commitment to the St. Francis Catholic High School mission;
- Willingness to be an important part of the vision for the school; creative;
- Commitment to diversity; understanding of theory and practice of multicultural education;
- Understanding of and ability to articulate how Catholic Church teaching relates to issues of racial diversity;



Job Profile

- Effective communication skills, both written and verbal; strong listening skills and facilitation skills;
- Experience initiating honest discussions related to cultural differences (race, religion, social class, and gender) with students, faculty, staff and parents;
- Demonstrated ability to engage others in difficult conversations and manage conflict; pastoral approach in communication and engagement;
- Demonstrated ability to establish and maintain strong interpersonal relationships with students, faculty, staff, parents, and the external community;
- Experience coordinating and presenting professional development opportunities for faculty;
- Ability to balance advocacy needed to promote change with diplomacy required to stimulate broad community support for diversity initiatives;
- Strong collaboration skills;
- Engaging and approachable;
- Highly organized and capable of effectively managing time and multi-tasking;
- A growth mindset.
- Active, practicing Catholic.

Other Requirements:

Other duties may be required as needed.