



**|| DIRECTOR OF EQUITY, OUTREACH  
AND INCLUSIVE EDUCATION ||  
St. Teresa's Academy**

The Academy is seeking a full-time Director of Equity, Outreach and Inclusive Education. The director is responsible for upholding the mission of St. Teresa's Academy (STA) and for the continuation of diversity as a key component of the school's philosophy, which has been present since its founding in 1866. The director will work with the President and Academic Principal to create and assist in the delivery of programming and best practices that support the school's [diversity, equity and inclusion \(DEI\) goals](#). The director will research, provide recommendations, and assist in implementing DEI programming for students, faculty and staff, and the STA community. The director will stay abreast of DEI research and innovations and ensure continued growth in diversity for the Academy.

St. Teresa's Academy is a Catholic, accredited, college-preparatory high school. STA provides young women with a premier education that includes a rigorous academic curriculum and technology program, award-winning arts programs, and service and mission opportunities. STA, founded by the Sisters of St. Joseph of Carondelet, educates young women to think critically, encourages them through Catholic values to serve others, and empowers them to make a profound impact on the world.

**RESPONSIBILITIES INCLUDE**

- Creating and delivering high-value DEI programming and messaging to the STA community.
- Performing ongoing needs assessments related to DEI at the Academy.
- Facilitating implementation of STA's Strategic Plan related to DEI goals.
- Leading and serving on committees related to DEI.
- Work with HR and administration to ensure DEI is an integral component of recruiting and onboarding efforts.
- Collaborate with internal departments to ensure diversity is represented in marketing and communication efforts.
- Work with the Admissions Department to ensure recruiting strategies, materials and events appeal to and attract a diverse student base.
- Develop and expand DEI competencies for STA faculty and staff.
- Plan, develop and present educational seminars for the STA community.
- Represent STA in a professional capacity at various events, meetings and conferences.
- Provide and maintain relevant data regarding DEI for the school.
- Support student programs and affinity groups related to equity and inclusion

**REQUIRED KNOWLEDGE, SKILLS and EXPERIENCE**

- Strategic and educational mindset to successfully create and deliver DEI programming and communication to the STA community of students, parents, alumnae and friends, and faculty and staff.
- Ability to model inclusive leadership in action and communication.
- Demonstrated study, knowledge and experience in DEI programming challenges and opportunities.
- Proven ability to build relationships across multiple departments and offices.
- Strong written and verbal communication skills plus situational awareness.

- Knowledge and experience working with students as well as adults in an academic or similar environment.
- Strong analytical skills and ability to design methods of measuring progress using key metrics. Ability to conduct both qualitative and quantitative assessments to gauge successes and opportunities.
- Bachelor's degree in education or curriculum, or a related professional degree.
- Understanding of the Catholic faith, single-sex schools, and the mission of the Sisters of St. Joseph of Carondelet preferred.

*We believe that recognizing each person's authentic self and the multitude of differences that exist in our society creates a meaningful community built on mutual respect and dignity for all.*

*St. Teresa's Academy is an Equal Opportunity Employer*

June 2022