



**Director of Diversity, Equity, and Inclusion**  
**Job Description**

**Date** April 1, 2021

**Fair Labor Standards Act Status** Exempt full-time position

**Position Supervisor** Head of School

**Position Supervisees** None

**Position Objective**

The Waldorf School of Philadelphia is a modern, organic learning environment—based on Rudolf Steiner’s philosophy of education—in the heart of Germantown. Our mission is to create a vibrant learning community based on a deep understanding of the child, integrating the intellectual with the artistic and the practical with the beautiful. We provide a decidedly independent form of education that creates decidedly independent thinkers. Learning that inspires. Learning that endures. And learning that children will treasure forever.

The inaugural Director of Diversity, Equity, and Inclusion (DEI) will be responsible for leading a mission-centered organizational change effort that results in improved outcomes for all members of the school community, especially members of minoritized social groups. The Director of Diversity, Equity and Inclusion will partner with varied stakeholders, including administrators, faculty, staff, students, families, and community members to undertake this important work.

**Job Functions**

1. Ensure that DEI is central to the Waldorf School of Philadelphia’s work
2. Develop organizational accountability and responsibility structures
3. Lead a team of stakeholders through completing the National Association of Independent Schools’ Assessment of Inclusivity and Multiculturalism
4. Lead a team of stakeholders through creating, implementing, and evaluating a DEI strategic plan that includes timelines, key performance indicators, and operationalizations
5. Lead the Intervening Response Team through investigating issues of discrimination, harassment, and bias
5. Collaborate with the Faculty Chair to integrate DEI key performance indicators into faculty evaluations
6. Provide internal and external DEI educational opportunities for students, families, faculty members, and administrators
7. Empower and equip students, faculty members, and administrators to lead school-based DEI events
8. Build strategic partnerships with community organizations
9. Mediate conflicts and facilitate difficult conversations
10. Other duties as assigned

**Preferred Knowledge, Skills, and Abilities**

- Knowledge of best practices vis-à-vis organization development and DEI
- Knowledge of relevant federal, state, and local laws (e.g., Title VII, Title IX, etc.)
- Skilled at planning and facilitating productive meetings and retreats
- Skilled at writing professional communications
- Skilled at designing and leading professional development programs
- Skilled at building strong relationships across stakeholders and identities
- Skilled at resolving conflicts (e.g., through mediation)
- Able to use Microsoft Office, especially Word, Excel, and PowerPoint
- Able to use Google Workspace, especially Gmail, Drive, Calendar, Docs and Sheets
- Able to use project management programs, such as Monday, Asana, or Jira

**Physical Demands**

- Remain in a stationary position (e.g., at a computer) for prolonged periods of time
- Move about the workplace to visit classrooms, attend meetings, etc.
- Operate a computer and other office productivity machinery, such as a computer printer
- Converse with stakeholders regularly
- Observe academic lessons, school events, and social interactions
- Lift at least 5 pounds at a time

**Environmental Factors**

- Indoors
- Outdoors
- Occasional Travel off campus

**Education Requirements**

- Bachelor's degree (required)
  - Preferred fields of study: ethnic studies, sociology, psychology, education, history, or a related field
  - Master's degree or advanced studies (preferred)
- Preferred fields of study: organization development, educational leadership, project management, business administration, or a related field