

Assistant Director of Diversity and Community Life

The School: Founded in 1911, Columbus Academy is a coeducational college preparatory day school of over 1,100 students age 3 through grade 12 located on a 231-acre campus in Gahanna, Ohio. Student programs are organized into three divisions: Lower School (Age 3-Grade 5), Middle School (Grades 6-8) and Upper School (Grades 9-12). The school offers a vigorous academic program as part of its mission to educate the whole child – mind, body and character. Columbus Academy faculty and staff members are expected to be continuous learners in their fields, to engage in caring and cooperative partnerships with colleagues and parents, to have a demonstrated commitment to the values of equity and inclusion, and to help each student reach his or her full potential.

The Position: Columbus Academy seeks a full-time Assistant Director of Diversity and Community Life with responsibilities to begin as soon as possible. The Assistant Director reports to the Director of Diversity and Community Life and is a part of Academy's Diversity, Equity and Inclusion Team.

Qualifications (preferred candidates will possess the following qualifications):

- Demonstrated commitment to equity and inclusion in educational settings
- Experience and training in strategic diversity, equity, inclusion and cultural competency initiatives
- Ability to work in middle and lower school environments
- Minimum of bachelor's degree; advanced degree preferred
- Ability to teach academic courses and/or lead extracurricular activities
- Strong skills as writer, listener and public speaker
- A genuine affection for working with school-aged children

Position Expectations (the individual selected to this position will be expected to carry out the following responsibilities):

- Provide strategic leadership and support to the Middle and Lower Schools to foster the school's commitment to multiculturalism and cultural proficiency as articulated in Academy's Statement on Diversity and Inclusion (www.columbusacademy.org/SODAI); this can include fostering school culture, professional development, support for curriculum and pedagogy, and co-curricular programming that fosters strategic goals
- Support relationships and sense of belonging among middle and lower school students and families in collaboration with school administration, faculty and staff
- Co-lead the school's affinity group program
- Assist in strategic leadership practices for hiring and recruitment that fosters a diverse and culturally proficient faculty/staff
- Assist in implementing strategic admissions practices that foster diversity among our students and families, including serving on admissions committees

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Position Expectations (continued):

- Utilize data and research to develop and evaluate Office of Diversity and Community Life initiatives
- Collaborate to develop and implement relevant programming that supports the school's mission and strategic goals
- Assist the Director of Diversity and Community Life as needed to support strategic goals of the school
- Hold children accountable for the school's standards of behavior
- Work with others in the school community to support each child's emotional well-being

Physical Conditions (candidates must be able to manage the following conditions):

- Mobility around school buildings and on different floors (handicap accessible)
- Repetitive motion (use of a computer keyboard)
- Periodic need to move light furniture, hang visuals, carry objects (no more than 40 pounds), etc., as able
- A non-smoking environment

Legal Requirements: All Columbus Academy employees must pass required criminal records checks. Where appropriate, individuals will also be required to provide proof of academic credentials.

To Apply: Interested candidates should send cover letter, resume and supporting materials to: Head of School, Columbus Academy, 4300 Cherry Bottom Road, Gahanna, OH 43230, or headofschool@columbusacademy.org.

Columbus Academy believes strongly in the principles of diversity, equity and inclusion. We seek to identify and hire a greater number of faculty of color to serve as role models for all students. We strive to foster a diverse campus community, which recognizes the value of all persons regardless of religion, race, ethnicity, gender, sexual orientation, disability or socioeconomic background.