

**Providence Day School**  
**Office of Equity, Inclusion, and Belonging (EIB)**  
**Associate Director of Programs & Education**

**Job Title:** Associate Director of Programs & Education

**Department:** Office of Equity, Inclusion, & Belonging

**Reports to:** Director of Equity, Inclusion, & Belonging

**FLSA Status:** Non Exempt

**Position Status:** 12 month, Fulltime, Benefited Position

The Office of Equity, Inclusion, & Belonging (EIB) supports and fosters a school community that reflects the increasing diversity in our nation and the world, comprised of dynamic individuals with rich culture, religion, race, sexual orientation, gender identity, socioeconomic status, countries of origin, language, and other cultural identifiers that add to the strength of our community. We are committed to actively cultivating an equitable and inclusive environment that leads to a person's sense of belonging in our school community. It is through the exchange of world views and experiences that our community gains a better understanding of the values, beliefs, attitudes, and behaviors of each of our members that contribute to and enrich our collective identity.

We are seeking an innovative Associate Director to join a nine-person team that will support the critical and expanding work of equity, inclusion, and belonging at Providence Day School. This 12-month position will be responsible for TK-12 curricular and co-curricular programming that centers equity, inclusion, and belonging and will work closely with one other Associate Director. This position will also hold a leadership role in providing education and training for students, faculty, and staff on topics of equity, inclusion, and belonging. This position will support the Director of Equity, Inclusion, & Belonging in planning, executing, and evaluating initiatives informed by the school's strategic framework.

**Essential Duties and Responsibilities include the following:**

- Plans and executes programs, events, and speakers for the Providence Day Community that support equity, inclusion, and belonging. Included, but not limited to, cultural/heritage month celebrations, MLK programming, advisee dialogue programming, assembly and more. Manage all logistics (catering, space reservation, tech needs, marketing, itinerary, content, follow-up)
- Develop, implement, and assess educational workshops and professional development experiences for faculty and staff to deepen their working knowledge, skills, and dispositions of equity, inclusion, and belonging topics.
- Support the Director of EIB and the Assistant Head of School for Academic Affairs to ensure that equity, inclusion, and belonging are woven throughout the curriculum.

- Leads six divisional coordinators in the development of monthly programs. Provides support, guidance, and vision of programming. Attend bi-monthly meetings with Diversity Coordinators.
- Collaborates with counselors and administrators to develop lessons for small group dialogues, known as Advisee.
- Collaborate with institutional organizations whose focus is on the integration and inclusion programs within the school.
- Develop an annual programming calendar highlighting EIB events in the PD community and surrounding area.
- Advise student affinity groups and support Diversity Coordinators in their leadership of the Student Diversity Council.
- Responsible for managing and executing logistics and on-site needs specific to office retreats, events, conferences, and speakers in coordination with the PDS Event Manager and facilities.
- Assume other responsibilities assigned by the Director.

**Other Duties and Responsibilities include the following:**

- In collaboration with key partners, oversees and supports the ongoing development of age-appropriate affinity group programming in all divisions and develops rubrics for assessing effectiveness.
- Partners with external consultants to meet the needs of the PD community.
- Oversee SDLC (Student Diversity Leadership Conference), which includes chaperoning students to NAIS POCC/SDLC
  - Collaborates with Upper School diversity coordinators to select student cohort to attend SDLC

**Salary & Benefits:** Providence Day School is committed to attracting and retaining outstanding employees through a compensation plan that compares favorably with those of other independent schools both locally and nationwide. Individual salary levels are competitive and are determined by educational background and experience.

**Qualifications:** A bachelor's degree is required and three years or more of experience in the field is required; a master's degree is preferred. Teaching and classroom experience is preferred but not required. The candidate should have superb organizational skills, excellent verbal and written communication skills, and the ability to work effectively as a team member. The candidate will have demonstrated attention to detail, skills as a trainer and facilitator on topics related to EIB, and experience with (co)curriculum development.

**Application Process:** Applicants should submit a cover letter of interest, current resume, three letters of recommendation, transcripts, and a list of references with telephone numbers. Materials should be emailed to:

PDS.AssociateDirectorofEIB@providenceday.org

The position is open until filled. Providence Day School is an equal opportunity employer (EOE).