Title: Associate Director of Equity and Inclusion
Reports To: Director of Equity and Inclusion
Status: Administrative, 12-month, full-time
Start Date: July 1, 2021

ABOUT MASTERS:
The Masters School (www.mastersny.org) is a premier coed day and boarding school that engages 5th – 12th grade students with a challenging academic program in a welcoming learning environment. Located on 96 picturesque acres overlooking the Hudson River, The Masters School community takes advantage of both its access to the tri-state area and its proximity to the rich cultural and educational magnet that is New York City. Students benefit from the resources, diversity and activities of Masters 7-day campus and accessible, talented faculty and staff. From our exceptional academics and outstanding visual and performing arts program to our championship athletic teams, the Masters learning experience prepares students for success in college, career and life.

MISSION AND BELIEFS STATEMENT:
The Masters School celebrates active participation, deep understanding, and meaningful connection. A community of diverse individuals, we gather to learn, to strive, to dare, to do – to be a power for good in the world.

In addition, The Masters School seeks employees committed to the work of advancing equity and social justice in the school community and beyond. A community of diverse individuals, we celebrate both our differences and our similarities, and we embrace a broad definition of diversity that includes but is not limited to age, race, ethnicity, gender, ability, religion, sexual identity and socioeconomic status. Masters seeks diverse candidates to serve our student body, and we expect all employees to engage in the work of inclusion as a critically important aspect of working in our school setting.

SUMMARY:
The Associate Director of Equity and Inclusion will help provide leadership, innovation and vision to the Masters School community (grades five to twelve). The Associate Director will support the Middle School and Upper School community and will foster an inclusive, engaging school that values diversity, equity, inclusion and social justice. The Associate Director will design and implement student programs, school-wide events, and identity-based student organizations in order to strengthen students’ sense of belonging and to build cultural competency. This position reports directly to the Director of Equity and Inclusion.

Primary Responsibilities:
• Work with the Director to bring diverse thought communities together for constructive conversations that require enthusiastic discourse.
• Support the collaborative work of the Office of Equity and Inclusion to problem solve complex community challenges related to difference, belonging, and social justice.
• Collaborate closely with the Director to advance the goals outlined in the “A Better Masters” Strategic Plan.
• Develop, monitor, and oversee student-facing inclusion-related education and programs within the Office of Equity and Inclusion.
• Advise the work of identity-based student organizations.
• Develop and implement training programs for identity-based student organizations, as well as professional development for faculty and administrators.
• Develop supportive relationships with students and colleagues throughout our school community; support students as appropriate to being a member of our professional community and within your specific role.
• Organize and design student programming.
• Facilitate and assist professional community members with curriculum development as it relates to diversity, equity, inclusion and social justice.
• Teach Upper School and Middle School DEI & Social Justice Seminar Classes
• Coordinate student attendance at local, regional and national conferences related to DEI and social justice [no caps] education.
• Facilitate community dialogues around topics of diversity, equity, inclusion and social justice
• Represent the school in various internal and external capacities when needed.
• Work with advisors of affinity groups to offer support as needed.

QUALIFICATIONS:
• Bachelor’s degree
• Experience working at an educational institution, preferably in an independent school environment.
• Experience in developing and implementing programs related to issues about equity and inclusion.
• A deep knowledge of best practices in equity and inclusion work and demonstrated student-facing experience in leading such work.
• An empathic, confident, and relational leadership style with an ability to work with a broad group of stakeholders in an approachable and optimistic manner.
• A system-thinker with excellent organizational skills, strong attention to detail, and great follow-through.
• An enthusiasm for and direct experience working with a high achieving, diverse, and dynamic group of students.
• A “teacher at heart” with a particular passion for teaching about issues related to diversity, equity, and inclusion.
• The ability to work collaboratively across divisions and departments.
• An open mind demonstrated by strong listening skills and the willingness to consider different perspectives.
• An understanding of and appreciation for residential school communities.

HOW TO APPLY:
To apply, please submit a letter of interest, explaining why you would succeed in this position, resume, 3 references and salary requirements via email to careers@mastersny.org (Adobe® PDF format preferred) and include “Associate Director of Equity and Inclusion” in the subject line.

This position announcement is intended to describe the general nature and level of work being performed by employees assigned to this job title and the education and skills required. This is not intended to be a complete list of all responsibilities, duties, and skills that are required or may be required in the future.

BACKGROUND SCREENING:
The Masters School conducts background checks on all job candidates upon acceptance of a contingent offer and may use a third-party administrator to conduct background checks. Background checks will be performed in compliance with the Fair Credit Reporting Act.

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The Masters School is an equal opportunity employer. It has been and will continue to be the policy of Masters to be fair and impartial in all of its relations with its employees. Our employment decisions are made solely on an individual’s ability to perform the job. In accordance with federal, New York State, and Westchester County law, Masters does not discriminate on the basis of actual or perceived differences, including those based on race, color, religion, ethnicity, creed, age, national origin, alienage or citizenship status, familial status, gender and gender identity, pregnancy, marital or partnership status, sexual orientation and disability, sexual and reproductive health decisions, or toward victims or those perceived to be victims of domestic violence, sexual abuse or stalking, as well as any other status protected under federal, state, or local laws. For the purpose of addressing sexual and reproductive health decisions, the Masters School will not access an employee’s personal information regarding his or her reproductive health decisions without written consent and in accordance with applicable law. Retaliation based on any of the above protected characteristics is absolutely prohibited.

In addition, all employees are required to abide by and support our students in following all of the health and safety protocols we have in place during the pandemic including mask wearing, physical distancing, symptom tracking etc.