



LYCÉE FRANÇAIS  
DE SAN FRANCISCO

## **Director of Diversity Equity Inclusion and Justice**

The Lycée Français de San Francisco (LFSF) is a French Immersion PreK-12 school in the San Francisco Bay Area, providing a challenging educational environment, based on the French national curriculum.

LFSF is seeking a seasoned D&I practitioner to join as Director, Diversity, Equity, Inclusion, and Justice. This newly created role will promote an inclusive educational and working environment for LFSF students, families, faculty, and staff. The Director of DEIJ will primarily build a student life ecosystem that empowers students to partner with faculty and staff on DEIJ initiatives fostering inclusive learning experiences. The Director will also build inclusive working environments for our faculty and staff. Reporting to the Head of School and working in collaboration with student DEIJ leaders, all leadership team, and LFSF Board DEI Committee, the Director will be a visible and dedicated resource to students, families, faculty, and staff, co-creating inclusive, safe, and equitable working and learning experiences for all members of LFSF community.

**TITLE:** **Director of Diversity Equity Inclusion and Justice**

**REPORTS TO:** Head of School

### **JOB-SPECIFIC RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Executing the school's strategic plan, working with the Head of School and Board DEI Committee to design and implement a diversity and inclusion strategy, roadmap, and reporting for LFSF.
- Develop and oversee the organizational infrastructure for DEIJ work with the Head of School (such as the creation of an annual DEI plan) for the purpose of advancing the school's DEIJ goals through demonstrable metrics.
- Intentionally develop relationships with student DEIJ leaders to better understand the holistic student experience, accurately represent the student perspective to faculty and staff, and represent the school's perspective to students.
- Leverage relationships with students DEIJ leaders and understanding of the faculty/staff structure and dynamics to set up all sides for successful interactions.
- Extensively work with Student Services to help students thrive both personally and academically through program delivery and student support services with a DEIJ lens.

- Support our parents, students, faculty, and staff in their efforts to place DEIJ at the core of our pedagogy, community, and environmental initiatives.
- Help support faculty efforts to teach DEIJ and develop an LFSF DEIJ curriculum.
- Act as a resource on DEIJ topics for faculty and staff in their work with students and provide opportunities for staff training and professional development.
- Ensure that DEIJ effort is obvious and visible in our school on all campuses (work on spaces; ...).
- Serve as the primary staff liaison to the students DEIJ Committee, to the staff DEIJ committee, and to the DEIJ Parent Resource Group.
- Serve as a primary liaison to students Clubs that are constituted around identity, culture, or other status. Leverage their energy around programming and training/education initiatives to promote a more inclusive environment on our three Campuses.
- Support the school's outreach and admissions marketing and recruitment programs.
- Coordinate the teamwork for developing sensitive working relationships with students, faculty, staff, and parents and for managing the personal, political, and institutional dynamics related to diversity issues in the school.
- Attend meetings as directed by the Head of School.
- Perform other duties as assigned by the Head of School.

#### **BASIC QUALIFICATIONS:**

- Bachelor's degree required
- 8+ years of multicultural affairs, diversity leadership/education, student activities/services, project management, or related experience required

#### **ADDITIONAL QUALIFICATIONS AND SKILLS:**

- Can clearly demonstrate the ability to work across multiple groups in a collaborative and effective manner
- Has a demonstrated track record of bringing diversity and inclusion to the workplace and/or to an organization
- Displays a deep understanding of the French and American cultures and of the challenges and opportunities associated with building community among members of these cultures and beyond
- Is able to interact effectively with a dynamic population of internal and external partners with a high level of integrity and cultural awareness while promoting diversity and inclusion
- Possesses exceptional research and project management skills
- Has exceptional professional communication and advanced presentation.

#### **WHO YOU ARE:**

- You are energized by building positive, empowering relationships and earning the trust of students, families, faculty and staff

- You view the long road ahead as motivation to fuel the journey forward
- You can assess new environments and know when to apply established approaches and when to develop new solutions
- You aren't satisfied just giving an answer; instead, you want to really understand the question in order to generate even better answers
- You're talented at leveraging all available resources (people, systems, technology, facilities) to enhance the student experience
- You can thrive in an environment where transparency is strongly valued
- You find navigating through ambiguity more exhilarating than frustrating
- You're committed to working on a team where we believe that we are better and smarter as a team than as individuals
- You are passionate about diversity and inclusion and able to interact with, and respect, individuals whose views of DEI differ from yours
- You are committed to freedom of expression in the pursuit of critical thinking, intellectual agility, and knowledge.

**Start Date:** August 23, 2021 or earlier

**Status:** Exempt, Full-Time

**Location:** LFSF campuses with the administrative office located at 1201 Ortega St. San Francisco.

Salary is commensurate with level of education and experience.

Excellent benefits package which includes vacation, paid holidays, medical and dental insurances, long term disability and retirement plan.

To apply for this position, please visit: <https://www.lelycee.org/about/jobs>

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*The Lycée Français de San Francisco is an Equal Opportunity Employer. All qualified applicants are encouraged to apply. Employment contingent upon successful completion of a background investigation. Direct candidates only. This position does not include any relocation assistance. No phone calls, please.*