



VACANCY NOTICE

Jesuit High School is a Catholic, college preparatory school in the Jesuit tradition. Jesuit is recognized locally and nationally for excellence and innovation in all of its programs. Jesuit High's motto, Age Quod Agis ("Do whatever you do, deeply"), follows in the tradition of St. Ignatius, who demanded that Jesuit schools make use of the best pedagogical practices of the day to allow students to flourish. We seek professional educators who will provide academic and personal inspiration to our students, toward our goal of preparing "men and women for others."

- POSITIONS AVAILABLE:** Director of Diversity, Equity, and Inclusion (1.0 FTE)
- RESPONSIBILITIES:** See Job Description.
- MAJOR QUALIFICATIONS:** Passion for/experience supporting and challenging students and staff in deepening their awareness/commitment to Diversity, Equity, and Inclusion, in alignment with the tenets of Catholic Social Teaching. Facility with technology, and ability to achieve rapport with a terrific, diverse array of students and faculty.
- DUE DATE FOR APPLICATION:** July 13, 2021
- START DATE:** August 20, 2021 (Teacher Orientation and Inservice)

ADDITIONAL INFO: Jesuit High seeks a diverse applicant pool for this position. We welcome teachers of diverse religious, ethnic, national, cultural, and educational backgrounds to apply. Applicants for this position will receive a teacher salary according to the attached Salary Scale and full benefits. This position includes 20 extra paid days beyond the usual teacher's contract.

APPLICATION PROCEDURE

CANDIDATE:

1. Visit [JHS website](#) (under About Us→Employment) to download application.
2. Complete the application and return it, along with the requested supporting documents [here](#).

Jesuit High School makes employment decisions without regard to race, color, sex, national origin, marital status, age, and disability unrelated to job performance. Jesuit High School hires without regard to religion when Catholic faith is not a job requirement, and welcomes people of all faiths.



DIRECTOR OF DIVERSITY, EQUITY, AND INCLUSION

The DEI Director is responsible for the Diversity, Equity, and Inclusion program at Jesuit High School, in alignment with the tenets of Catholic Social Teaching. The Director reports to the Principal and oversees the Associate DEI Director. This is a full-time position, with 20 extra days in the summer to ensure that the DEI programming, student support, and professional development needs of the school are met.

PERFORMANCE RESPONSIBILITIES:

The DEI Director will ensure the implementation of Jesuit High School's Diversity, Equity and Inclusivity Strategic Plan, and actively support Jesuit's diverse array of students and all staff, with a focus on Catholic Social Teaching and Gospel values as guiding principles.

- Work with Associate DEI Director to coordinate multicultural conferences, immersion trips, and other opportunities for student and staff engagement in diversity trainings and cultural events, as well as Mentor programs.
- Serve as an onsite resource for students of color and other students who may encounter constructed margins in society.
- Develop and oversee Jesuit's cultural competency training for faculty and staff.
- Serve as co-moderator of Diversity Club and oversee all other multicultural and affinity student organizations, including Unity Committee.
- Assist the Admissions Director with Ambassadors and New Student Orientation.
- Visit elementary feeder schools with Admissions Director during Catholic School Visits.
- Coordinate Social Justice Week and Jesuit Day of Community and Action (JDOCA) with Associate Diversity Director.
- Communicate DEI initiatives with broader community via Jesuit website, *Weekly Roundup*, and other school publications and social media.
- Organize and participate in JHS Community Conversations and DEI content during Flex Periods and other school-wide events.
- Participate in activities of multicultural organizations and professional development, locally and with Jesuits West Province and Jesuit School Network.
- Coordinate and support family and parent gatherings and support groups, including parent affinity groups, and others as needed (eg, (PAASA, Padres Unidos, PDIA, Asian American & PI Parents).
- Assist Principal and administration in identifying, attracting, and retaining qualified people of color for teaching and other available staff positions.

- Serve as a member of the Board of Trustees' Diversity Committee.
- Serve as a key resource person for staff on issues of diversity, equity, inclusion, and culture, and as a member of Professional Development and Formation (PD&F) Team..
- Collaborate with the administrative team to create culturally responsive and anti-racist institutional policies and practices.
- Collaborate with the Vice Principals and Academic Council on DEI curriculum development.
- Attend all faculty, parent, and other meetings as assigned by the Principal.
- Assist with the supervision of student activities, assemblies, liturgies, and other events as assigned.
- Serve as a key member of the President's Jesuit Leadership Team (JLT).
- Perform other duties as assigned by the Principal.

Working with the Associate Director of DEI, the Diversity Director will serve as a liaison and support for the students from St. Andrew's Nativity School, ensuring the following occur for SANS alums at Jesuit High:

- Facilitate registration, e-book purchases, iPad case distribution, bus passes, lunch cards, school supplies, etc. and assist in school forms collection (physicals, insurance forms, etc.)
- Meet regularly with students regarding grades, family situations.
- Assist in making Food Drive, retreats, and co-curricular programs accessible for students.
- Coordinate college planning during junior and senior years, assisting in fee waivers for SAT's and college applications, FAFSA applications.
- Work with Associate Director and Graduate Support Coordinator to help SANS alums to thrive, serving as key contact for parents for parent and student events and academic progress.

QUALIFICATIONS AND EXPECTATIONS:

- Demonstrated commitment to diversity, equity and inclusion work in an Ignatian context.
- Ability to speak in front of large groups and facilitate small group conversations
- Ability to work with high school students in both one-to-one, classroom and at conferences.
- Effective communication skills applicable to high school environment.
- Organizational and computer skills, including word processing, desktop publishing applications, CANVAS and PowerSchool.
- Ability to work independently and manage complex projects.
- Willingness to participate actively in the faith life of Jesuit High School.
- Bachelor's degree or higher in counseling, education, social sciences or other appropriate field.
- Spanish language skills preferred.

EVALUATION:

The Principal will evaluate the Director of DEI each year. The evaluation will be based on the duties and responsibilities listed above. Information will be gathered from the administration, faculty, staff and students.

Revised: July, 2021



Jesuit High School Proposed 2021-2022 Salary Schedule

Years of Teaching Experience	2020-2021 BA Degree	2021-2022 BA Degree	Effective Increase	2020-2021 M.A. BA +60hrs	2021-2022 M.A. BA + 60hrs	Effective Increase
0	\$43,301	\$44,384	N/A	\$47,199	\$48,379	N/A
1	\$45,466	\$46,603	7.62%	\$49,364	\$50,598	7.20%
2	\$47,632	\$48,822	7.38%	\$51,529	\$52,817	7.00%
3	\$49,797	\$51,042	7.16%	\$53,694	\$55,036	6.81%
4	\$51,962	\$53,261	6.96%	\$55,859	\$57,255	6.63%
5	\$54,127	\$55,480	6.77%	\$58,024	\$59,474	6.47%
6	\$56,292	\$57,699	6.60%	\$60,189	\$61,694	6.32%
7	\$58,457	\$59,918	6.44%	\$62,354	\$63,913	6.19%
8	\$60,622	\$62,138	6.30%	\$64,519	\$66,132	6.06%
9	\$62,787	\$64,357	6.16%	\$66,684	\$68,351	5.94%
10	\$64,952	\$66,576	6.03%	\$68,849	\$70,570	5.83%
11	\$67,117	\$68,795	5.92%	\$71,014	\$72,790	5.72%
12	\$69,282	\$71,014	5.81%	\$73,179	\$75,009	5.63%
13	\$71,447	\$73,234	5.70%	\$75,344	\$77,228	5.53%
14	\$73,612	\$75,453	5.61%	\$77,510	\$79,447	5.45%
15	\$75,777	\$77,672	5.51%	\$80,213	\$82,219	6.08%
16	\$77,943	\$79,891	5.43%	\$83,422	\$85,507	6.60%
17	\$80,108	\$82,110	5.35%	\$85,085	\$87,212	4.54%
18	\$82,273	\$84,330	5.27%	\$86,749	\$88,918	4.50%

Percent Increase:

2.5%