



CANTERBURY SCHOOL

Assistant Director of the D'Amour Center for Faith, Service & Justice

Position Description

Summary

Canterbury School seeks an Assistant Director of the D'Amour Center for Faith, Service & Justice beginning in the 2023-2024 school year to support the School's Diversity, Equity, Inclusion & Justice (DEIJ) initiatives for students and the larger school community. The Assistant Director will plan and guide DEIJ initiatives, provide support when issues emerge in the community, collaborate with a wide range of stakeholders - including students, school leadership, faculty, staff, and families - to help create a deep sense of belonging for every member of the Canterbury community, and model and support the School's core values and commitment to diversity, equity, inclusion, and justice. This position will report directly to the Director of the D'Amour Center (and tangentially to the Assistant Head of School for Student Life) and is responsible for teaching two classes in another discipline (e.g., language, math, English, history, etc.). The position includes extra-curricular activities, and possibly dormitory duty and/or coaching.

School Setting

Canterbury School is a co-educational boarding high school located in northwestern Connecticut, approximately one hour northeast of New York City. The school is comprised of approximately 325 students (of whom 70% are boarding), possesses excellent facilities, and is committed to the continuing education of its faculty. Canterbury is a school of balanced, talented, and spirited students. Canterbury has completed several major capital projects in the past three years and is heading into a strategic plan that will continue this momentum. The campus and programs may be viewed at the School's website: www.cbury.org.

Essential Functions and Responsibilities

- In collaboration and conversation with the Head of School, Assistant Head for Student Life, and the Director of the D'Amour Center: design, implement, and assess DEIJ initiatives, programming, and special projects for parents, faculty/staff, and alumni, with special attention to student voice, needs, and programming.
- Amplify a culture of belonging, including support to students with marginalized identities; oversee student organizations related to issues of diversity, equity, inclusion, and justice; and play a key role in affinity group leadership training, programming, and calendars.
- Serve as member of Climate Survey Committee to update, conduct, analyze, and track this biannual survey and its results in the short- and long-term.
- Along with the Director of Curriculum, act as a resource and support for teaching a culturally responsive and relevant curriculum.

- Partner with the Director of the D'Amour Center and teaching faculty to integrate DEIJ practices and pedagogy into teaching and learning at Canterbury.
- Perform other duties as necessary to support DEIJ efforts in the School, including:
 - Participating in prospective faculty candidate interviews as a representative of DEIJ;
 - Helping to facilitate orientation/onboarding for new community members and ongoing DEIJ professional development for faculty in collaboration with the Dean of Faculty;
 - Helping to coordinate the creation and implementation of the DEIJ roadmap as part of the School's Strategic Plan, including regular data collection and analysis;
 - Collaborating with the Director of the D'Amour Center on the Social Justice Series, specifically seminars with a DEIJ focus;
 - Collaborating with Student Life to ensure disciplinary procedures are reviewed through a DEIJ lens and that there is accountability should incidents of identity-based harm occur on campus.

Specific Ownership and Responsibilities

- Provide ongoing oversight, steady guidance, and accountability for the DEIJ Council, a student leadership group representing students across all four forms and resulting from a competitive selection process. The group meets biweekly as a full Council, alternating with biweekly meetings of the subcommittees.
- Serve as the faculty supervisor for AHANA (students of African/Hispanic/Asian/Native American heritage), formed in 2019 by and for students of color. This affinity group is scheduled weekly and also connects with the faculty supervisor on an individual and organic basis.
- Offer “open door” conversation to members of the Canterbury community regarding DEIJ issues.
- Facilitate and chaperone student participation in conferences and activities, such as SDLC (on the national and state level).

Qualifications

- Bachelor's degree and 3+ years in DEIJ-focused work with students in a 9-12 educational setting is preferred;
- Demonstrated ability to effectively engage across dynamics of difference, facilitate difficult conversations, and address varying perspectives on a range of issues;
- Demonstrated experience with designing and facilitating DEIJ-focused learning opportunities for students and adults;
- A high degree of excellent oral, written, and interpersonal communication skills;
- Demonstrated ability to collaborate with a wide range of constituencies as well as to work autonomously with minimal oversight;

- Able to handle sensitive and confidential information with a high degree of discretion and sensitivity;
- Able to manage multiple competing priorities while meeting strict deadlines;
- Flexibility to work nights and weekends for school events and conferences.

How to Apply

Résumé, letter of interest, transcript (which may be unofficial) and 2-3 letters of recommendation should be forwarded to Associate Head of School for Academics Sue Roberts 101 Aspetuck Avenue New Milford, CT 06776 or emailed to Sue Roberts at sroberts@cbury.org.

Canterbury School, in the treatment of employees and applicants for employment, is committed to a policy of equal opportunity and non-discrimination. To learn more about Canterbury's efforts to maintain a diverse and inclusive community, please visit our website at <https://www.cbury.org/about/deij>. Finally, Canterbury complies with all federal and state guidelines regarding COVID-19 prevention, including the Connecticut state mandate that all employees of K-12 schools be fully vaccinated against the COVID-19 virus. This mandate is subject to medical and religious exemptions.