



Episcopal Day School of St. Matthew

Director of DEI and Community Life

San Mateo, CA



Background

Rooted in the Episcopal tradition, Episcopal Day School values relationships, curiosity, individuality, and service. From walking to school as a community in honor of Ruby Bridges Day to inviting GrandFriends to campus to spend the morning with their students, the core values of Episcopal Day can be seen across their traditions. The community honors its traditions while still committing to self-reflection and progress. Student-centered to its core, across campus you can see and hear the influence Episcopal Day students have in their overall experience keeping true to their motto, “This is my day, what will I do?”

Sitting on just two acres, Episcopal Day’s urban campus masterfully uses every inch of the newly updated facilities. Modern and creative playground equipment and picnic tables and garden beds occupy the outdoor space. Classrooms are joyful and bright, and student work decorates the classrooms and halls.

Episcopal Day School strives to create an inclusive learning environment essential to inspire children to grow into compassionate and engaged global citizens. The school values diversity and welcomes students from all backgrounds. The faculty guide students to be critical thinkers, problem solvers, and creative expressionists fostering a love of learning and preparing young people academically, socially, and emotionally to become leaders of positive change in the world.



Mission

To inspire, through an academically challenging course of study, the intellectual curiosity, confidence, moral courage, and character that prepare students to be leaders of positive change in the world.

CORE VALUES

- Academic Excellence
- Service to Others
- Respect for Diversity
- Compassionate Community

Episcopal Day at a Glance

Facts and Figures

Founded: 1953

2023-24 Total Enrollment
(PreK-8): 311

Pre-Kindergarten: 19

Lower School: 142

Middle School: 150

Students self-identifying as students of color: 50%

Employees: 73

Average tenure of Faculty: 7 years

Location: San Mateo, CA

Operating Budget: \$12.5 million

Tuition: \$28,940 - \$43,075

Financial Assistance: \$1.4 million to 20% of students

Total Funds Raised, 2022-23: 1.1 million

Parent Participation in Annual Giving: 95%

Accreditation: Western Association of Schools and Colleges, California Association of Independent Schools; member, National Association of Independent Schools

On the Web: <https://www.episcopaldaysanmateo.org/>



Position

The Director of DEI and Community Life serves on the senior leadership team and is responsible for leading Episcopal Day in fostering and upholding a school community that values and demonstrates its commitment to equity, inclusion, and diversity. The Director helps to nurture a positive, engaging, and caring atmosphere and healthy school community, where everyone feels a deep sense of belonging.



Responsibilities

In close collaboration with the entire Leadership team, especially the Division Directors, Chaplain, Associate Head of School for Academics, and the Head of School, the Director of DEI and Community Life is responsible for:

Diversity, Equity, and Inclusion

- Ensuring the goals of the [Strategic Plan for Diversity, Equity, and Inclusion](#) are achieved.
- Mentoring, supporting, and helping to hire and retain faculty and staff of diverse backgrounds to achieve workplace inclusion.
- Supporting students, faculty, and parents in voicing issues related to equity, inclusion, and belonging and facilitating dialogue to make positive change.
- Facilitating Episcopal Day's SEED group and affinity spaces for students, faculty, and parents.
- Instilling a social justice lens into students' understanding of the community and world at large.

- Serving as an expert and resource in new pedagogies, curricula, and best practices that address common classroom challenges in teaching about identity, social difference, and inequality, and training Episcopal Day's faculty on how to incorporate them into their classrooms.
- Acting as a resource and coach for faculty and staff to cultivate multicultural skills and best practice strategies in developing curriculum and programs.



Community Life

- Providing strategic direction, implementation, and communication about all facets of student life programming using research and best practices to inform this work.
- Continuing to develop the student life curriculum centered around the core values of the school which incorporate diversity, equity, inclusion, belonging, and social-emotional learning.
- Initiating and leading proactive student life programming in partnership with the administrative team and faculty, including divisional community events (community meetings, assemblies, outside speakers and performers), advisory programming, clubs, and extracurriculars.
- Communicating frequently with both faculty and parents about students' experiences.
- Collaborating with the Division Director in leading new student onboarding and planning new student events and programming throughout the school year.

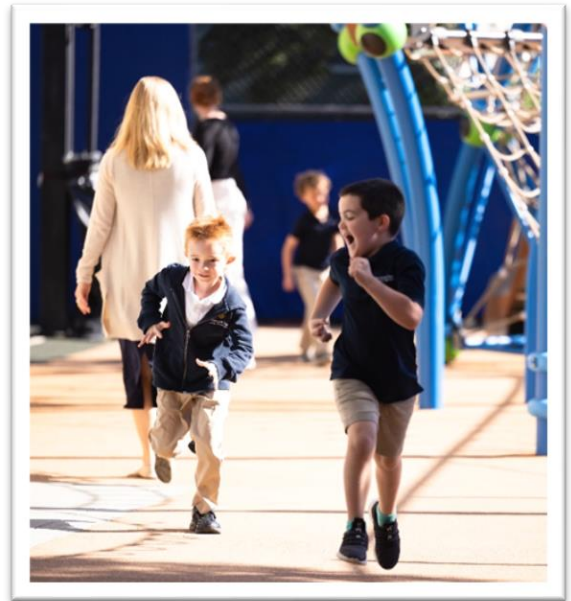
Community Engagement

- Being present and visible in the school community by frequently connecting with students in common areas, outdoor spaces, hallways, and other spaces students gather.
- In partnership with the Division Directors and Admissions Director, develop and lead family programming, including new student/family orientations and retention/admission events.

Qualifications

Experience and Skills

- Bachelor's degree or advanced degree preferred; specific coursework in diversity, equity, inclusion, and belonging a plus.
- A minimum of five years of PreK-8 school experience.
- Experience in DEI strategy development across all school levels.
- Outstanding professionalism and interpersonal and communication (written and oral) skills.
- Deep knowledge and understanding of child development.
- Proven success working collaboratively and effectively in schools.
- Expertise in hiring, evaluating, and coaching faculty and in guiding corresponding professional growth.
- Demonstrated experience in and commitment to fostering a diverse, equitable, and inclusive school community; successful track record examining practices to ensure equitable access to opportunities for all community members.
- Outdoor and experiential education experience.



Personal Characteristics

- Deep commitment to Episcopal Day's [Strategic Plan for Diversity, Equity, and Inclusion](#).
- Dedication to enhancing school culture and values, especially related to DEI.
- Ability to build trust, relationships, and credibility quickly with students, faculty, parents, administration, and board members.
- Demonstrate the qualities of compassion, empathy, and openness, while utilizing excellent active listening and communication skills.
- Timeliness and follow-through in terms of action steps across multiple projects.
- Culturally responsive and relational.
- Growth-minded and committed to professional development.
- Team player with the ability to seek input from multiple sources to inform decision-making; ability to balance the needs of multiple constituencies.
- Demonstrate confidence and comfort in leading through change.
- Display a contagious sense of enthusiasm and joy.

Key Competencies

- [Values Difference](#) – Recognizing the value that different perspectives and cultures bring to an organization.
- [Strategic Mindset](#) – Seeing ahead to future possibilities and translating them into breakthrough strategies.
- [Attracts Top Talent](#) – Attracting and selecting the best talent to meet current and future business needs.
- [Instills Trust](#) – Gaining the confidence and trust of others through honesty, integrity, and authenticity.
- [Drives Vision & Purpose](#) – Painting a compelling picture of the vision and strategy that motivates others to action.
- [Drives Engagement](#) – Creating a climate where people are motivated to do their best to help the organization achieve its objectives.

Benefits and Compensation

The anticipated salary range for this position is \$120-\$140K. Episcopal Day offers a comprehensive benefits package including medical, dental, and vision insurance and a matching 403b retirement plan.

Application Requirements and Search Process

DRG is conducting this search on behalf of Episcopal Day. Interested candidates should submit, as soon as possible, materials including the following:

- A cover letter indicating why they are particularly interested in and qualified for the position.
- A current resume.
- A statement of DEI philosophy.
- A list of references (references will not be contacted until the finalist stage of the search).

Application Status: Accepting Applications

Start date: July 1, 2024

To apply for this position, please click [HERE](#).

This position description is based upon material provided by Episcopal Day School of St. Matthew, an equal opportunity employer.

Jennifer Fleischer, Senior Talent Consultant, jfleischer@drgtalent.com

Jin Lee, Associate, jlee@drgtalent.com

