



Title: Diversity, Equity, and Inclusion Coordinator 2021-2022
Job Posting Date Spring, 2021

About Brookwood School:

Brookwood is an Early Childhood through Grade 8 independent school of about 300 students located on a beautiful 30-acre wooded campus in Manchester, MA on the coast of the North Shore of Boston. At Brookwood, kids come first—not the test, not trophies, not to-do lists. We know how kids learn best. Every day, we use our expertise to challenge kids intellectually and ensure they feel valued so that they can grow into their best selves. Our program focuses on building 21st century skills and graduating students of conscience, character, compassion, and cultural competence. Brookwood also offers a playful, collaborative work environment for 85 faculty and staff who go the extra mile to do what is best for kids.

Position Summary

The DEI Coordinator will be a community builder and program leader who develops strong relationships with students, families, and faculty/staff and other constituents to foster a sense of belonging and enhance the supportive environment at the school. The DEI Coordinator will work to strengthen awareness and dialogue and build effective programs and practices that prepare all Brookwood students for success in a multicultural society and a global environment. The DEI Coordinator will also focus on enhancing the experience and development of students from historically underrepresented and marginalized communities to make sure each Brookwood student is fully included and capable of thriving in all dimensions of school life. This position reports to the Director of Teaching and Learning and works closely with the Upper School and Lower School Division Heads.

This position includes teaching two sections of social studies in the Upper School. As a classroom teacher, the Coordinator has the opportunity to build relationships with students and parents as well as be able to model best DEI practices in the classroom.

Preferred Qualifications:

- Bachelor's degree with a Master's degree preferred
- 1-3 years of experience teaching social studies (grades 6-8)
- Strong interpersonal, oral and written communication skills.
- A focus on teamwork, collaborative leadership, and strategic thinking
- Ability to work with a dynamic and diverse group of faculty, staff, and students
- The ability to effectively manage time and multiple tasks

DEI Coordinator Responsibilities:

- Coordinate student and family programming related to DEI initiatives
- Organize attendance at student conferences and workshops; chaperone as needed
- Lead and facilitate Employee DEI Committee
- Support institutional efforts related to DEI, in alignment with the DEI mission and Strategic Plan
- Partner with Director of Teaching and Learning and Division Heads to provide faculty and staff professional development around diversity, equity, and inclusion
- Provide faculty and staff with multicultural educational resources to support them in their work
- Stay current with research and resources related to Diversity, Equity, and Inclusion in independent schools and in the larger community
- Assist with recruitment, retention, onboarding, and promotion of diverse faculty and staff of color
- Collect and track relevant data associated with DEI initiatives

Teaching Responsibilities:

- 2 sections of Upper School Social Studies at one grade level.
 - The US Social Studies focus is to continue to develop the skills of reading and thinking like a historian using primary and secondary texts, creating and supporting arguments with content, and continuing to develop research tools and skills to support their arguments.

To Apply

Interested candidates should email a cover letter, résumé, and statement of educational philosophy to Alicia Drury, receptionist, at adrury@brookwood.edu.

We strongly encourage applications from people of color, LGBTQ educators, or educators from communities that are historically underrepresented in independent schools. We are committed to an inclusive school experience for all those who come to work at Brookwood.