

Oxbridge Academy Diversity Director

We value...

- Teaching what is worth learning with expertise and agility.
- Fostering personal discovery through guided choice within a deep, broad, and custom curriculum.
- Cultivating multidimensional experiences that integrate the fine arts, athletics, and the academic disciplines.
- Building an intentionally diverse and inclusive community grounded in a culture of kindness.
- Engaging in meaningful partnerships with our local community and beyond.

Summary/Objective:

Oxbridge Academy, a non-profit, independent grade 6-12 school in West Palm Beach, Florida, seeks to hire a full-time, experienced Diversity Director. Employee is responsible for understanding the Mission, Vision, Core Values, Employee Handbook, and other school policies of Oxbridge Academy, ensuring the adherence of these policies in performance, action, and self-conduct. The Oxbridge team creates and manages a variety of learning environments and activities that provide opportunities for students to develop to their fullest potential and achieve their learning objectives.

Reporting to the Assistant Head of School, the Diversity Director position is a full-time administrative position. The Diversity Director works closely with and is a liaison between students, faculty, staff, and parents/guardians on matters related and/or connected to diversity, equity, and inclusion. The Diversity Director serves as a high-level strategic thinker, leader, educator, and internal consultant to lead all members of the school community to a greater understanding of themselves and of each other. Along with the Assistant Head of School, Academic Dean, Director of Health & Wellness, and the Dean of Students, the Diversity Director will work on programming, curriculum, professional development, and student life. The opportunity for the Diversity Director to teach exists and will be explored in collaboration with the Assistant Head of School.

Tasks/Essential Functions:

The principal responsibilities of the Diversity Director are:

- Identify best practice and benchmarks in diversity, equity, and inclusion.
- To attend and participate in Department Chairs' meetings.
- To collaborate with the Assistant Head of School on schoolwide DEI goals.
- To direct the Diversity, Equity, and Inclusion Committee.
- To host meetings with the staff and faculty to discuss DEI-related issues and provide updates about DEI Office programming.
- Plan, promote and conduct special events that celebrate workplace diversity.
- To work in conjunction with various internal departments to accomplish the following:
 - Identify and support students experiencing DEI-related issues.
 - Address student conduct and student handbook related issues.
 - Design and implement DEI-related student programming, including advisory and assemblies.

- Serve on the Admission committee to ensure the appropriate implementation of DEI practices in the candidate student evaluation process.
- Ensure the appropriate implementation of DEI practices in the candidate employee evaluation process.
- Highlight DEI-related community events as well as maintain school DEI-related messaging.
- Additional responsibilities as assigned by the Assistant Head of School.

Qualifications:

- Bachelor's degree is required.
- Master's degree preferred.
- Minimum of five years of experience working in an affirmative action and or EEO compliance function which involved the duties and principal accountabilities described for the position of Director of Diversity.
- Previous experience in DEI roles at an independent school or a public school preferred.
- Management and supervisory experience is preferred.
- Must have thorough knowledge of the 1964 Civil Rights Act, the 1991 Civil Rights Act, the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, Affirmative Action, Equal Employment Opportunity, and other applicable laws.
- Knowledge of training, conflict resolution and mediation methods.
- Ability to work well with students, parents, and all members of the Oxbridge community.
- Effective interpersonal and communication skills.
- Ability to maintain confidentiality and use sound judgment.

Oxbridge Academy is a non-profit, independent grade 6-12 school in West Palm Beach, Florida. Oxbridge Academy commits to being a community characterized by civility, respect, and trust; a school that fosters the virtues of discipline, perseverance, and responsibility. Oxbridge Academy is an equal opportunity employer, committed to diversity at all levels, and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability, or any other characteristic protected by law. Please email your resume and cover letter to hr@oapb.org for consideration.