



## **Director of Community Engagement and Belonging**

### **Position Description**

*Start Date: July 1, 2025*

### **Reports To**

Head of School (Senior Administrative Team Position)

### **School Mission Statement**

Louisville Collegiate School inspires academic excellence, extraordinary character, and global citizenship

### **Diversity, Equity, and Inclusion Purpose Statement**

Louisville Collegiate School's mission is to inspire academic excellence, extraordinary character, and global citizenship. Central to our mission is our commitment to creating an inclusive community that nourishes students and families from all backgrounds and perspectives.

As such, we seek:

- To enrich our students' academic excellence by cultivating pedagogy, programming, and instructional resources that empower each of our students to succeed in a rapidly changing world.
- To enhance our students' extraordinary character by nurturing and fostering skills and practices at every age that contribute toward a community where each member feels a sense of belonging and engagement.
- To develop students' global citizenship by considering multiple perspectives and increasing a sense of responsibility to live, work, and engage respectfully with a diversity of people in an interconnected world.

As we teach, learn from, and celebrate the many differences that make up our school, we work together to uphold the pillars that embody the mission of the Louisville Collegiate School community. We expect our students and families to demonstrate integrity and respect for all individuals and to act in the best interests of others and the community as a whole by demonstrating honor, compassion, responsibility, and respect.

### **Position Summary**

As a part of the Louisville Collegiate School senior administrative team, reporting directly to the Head of School, the Director of Community Engagement and Belonging leads efforts that foster community engagement and belonging that are aligned with Louisville Collegiate School's mission, values, and strategic goals. The Director of Community Engagement and Belonging will work closely with the Head of School, forming a strong partnership to guide and implement systemic

growth and development, balancing progress with the pace and needs of the community. This collaboration with school leadership will be instrumental in integrating diversity, equity, inclusion, and belonging principles across all areas of the school.

The Director will engage Collegiate community members (administrators, faculty, staff, students, alumni, trustees, and parents) in developing self-awareness and building inclusive mindsets and practices. Through these partnerships, the Director will strengthen inclusive teaching practices, policies, and programming, create opportunities for meaningful dialogue and civil discourse, and expand the school's visibility, influence, and relationships throughout Louisville to foster inclusivity and a sense of belonging.

### **Key Responsibilities:**

#### **1. Leadership and Vision**

- Collaborate and partner with senior administrators and department chairs to implement diversity, equity, inclusion, and belonging priorities, including admissions, communications, advancement, and academic affairs.
- Advise leadership on policy, curriculum, and creating an inclusive environment.
- Establish sustainable processes/infrastructure across the school.
- Oversee the integration of community engagement and belonging principles into practices, policies, and culture, ensuring alignment with Collegiate's mission and strategic goals.
- Integrate work with wellness initiatives in collaboration with division heads and counseling teams.
- Analyze enrollment and employment trends, offering recommendations to achieve diversity and representation.
- Supervise coordinators across all school divisions.
- Attend grade-level meetings to provide targeted support.

#### **2. Community Engagement and Relationship Building**

- Foster a shared responsibility for diversity, equity, inclusion, and belonging in the Collegiate culture.
- Listen to and address the needs of students, families, faculty, and staff.
- Continue to nurture trust within the community.
- Coordinate affinity groups and cultural celebration programming.
- Plan and support cultural events, providing resources for faculty integration.

#### **3. Curriculum and Pedagogy**

- Partner with faculty to implement inclusive, accessible, and culturally responsive teaching practices.
- Review curriculum and resources to ensure diverse representation with the academic affairs council.
- Lead focused professional development for faculty, staff, students, and trustees.

- Collaborate with academic leaders to further integrate diversity, equity, inclusion, and belonging principles into the curriculum and Collegiate's pedagogy.

#### **4. Professional Development and Growth**

- Attend conferences to identify and bring best practices and resources to Collegiate; some travel may be required.
  - Facilitate dialogue, self-reflection, and intercultural growth assessments.
  - Increase awareness of prejudice reduction, collective care, and cultural competency within the community.
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#### **Educational and Professional Requirements**

- Bachelor's degree required; advanced degree preferred.
- Extensive experience in diversity, equity, inclusion, and belonging leadership, ideally in education.
- Expertise in curriculum development, pedagogy, and professional training.

#### **Skills and Competencies**

- Proven ability to build trust and consensus among diverse stakeholders.
- Strong change management and systemic integration skills.
- Empathy, approachability, and excellent communication abilities.
- Visionary leadership with a focus on belonging and wellness.

#### **Personal Attributes:**

- Relatable and committed to relationship-building.
- Open-minded, collaborative, and passionate about equity.
- Strategic thinker with empathy and integrity.

#### **Compensation:**

Compensation for this position will align with that of senior administrative leaders at the school and will be commensurate with the candidate's level of education and work experience.

#### **Other Duties as Assigned:**

There may be additional opportunities for the Director to teach, advise, coach, and/or contribute to other administrative functions.

#### **Selection Process:**

Applicants are encouraged to apply anytime while the position is open and posted. Please note that the search committee will be reviewing applications and will begin interviewing applicants during the week of **March 3, 2025**.

If interested, please send a letter of interest and resume to [employment@louisvillecollegiate.org](mailto:employment@louisvillecollegiate.org).