



Job Description

Updated: September 8, 2020

<p><b>Position</b></p>	<p><b>Associate Director for Professional Learning and Diversity, Equity, and Inclusion Initiatives</b></p>
<p><b>Description</b></p>	<p><i>The Associate Director for Professional Learning and Diversity, Equity, and Inclusion Initiatives applies an equity lens to the development and implementation of NYS AIS professional learning programs while providing leadership and support for the diversity, equity, and inclusion initiatives of the Association and its member schools.</i></p>
<p><b>Major Duties and Responsibilities</b> <i>(not a prioritized list)</i></p>	<p>Under the supervision of the Director for Evaluation and Professional Learning, the Associate Director for Professional Learning and Diversity, Equity, and Inclusion (DEI) Initiatives:</p> <ul style="list-style-type: none"> <li>• Organizes and meets with a variety of professional committees charged with creating and implementing professional learning programs.</li> <li>• Provides vision and leadership in developing and implementing goals and strategies for continuous progress on DEI within the Association and its member schools.</li> <li>• Continuously strives to identify, understand, communicate, and support the professional learning needs of member schools as articulated by NYS AIS staff and visiting committee reports, as well as forums such as NYS AIS Regional and Roundtable Meetings, and interactions with a variety of professional committees.</li> <li>• Maintains a diverse and inclusive network of presenters, facilitators, and speakers supporting the development and delivery of learning events while selecting and contracting with the same as needed.</li> <li>• Organizes and implements all logistical requirements for the delivery of residential conferences and workshops including, but not limited to, venue logistics, writing program descriptions, publicizing, managing registrations and budgets, producing conference materials, name tags, and follow-up surveys.</li> <li>• Works with members of the NYS AIS staff to develop and monitor budgets for professional learning events.</li> <li>• Stays current with emerging educational, DEI, and other topics that may impact independent schools.</li> <li>• Investigates and implements new technologies around professional learning.</li> <li>• Works with the NYS AIS Diversity Committee and NYS AIS staff to develop programs and initiatives to support NYS AIS efforts around diversity, equity, and inclusion.</li> <li>• Conducts research, compiles data, and prepares position papers for consideration by the Executive Director.</li> <li>• Collaborates and coordinates professional learning initiatives, programs, calendars, and timelines with the other NYS AIS Associate Director for Professional Learning.</li> <li>• Cultivates and maintains records of a diverse pool of educational professionals willing to serve on professional learning planning committees.</li> <li>• Travels as needed, including attending NYS AIS conferences, workshops, and NYS AIS eSeminars to insure the smooth delivery of the NYS AIS professional learning programming.</li> <li>• Networks with the other professional learning and DEI practioners throughout the USA and beyond to establish collaborative working relationships with them.</li> <li>• Helps maintain positive and collegial relationships between NYS AIS and member schools.</li> <li>• Undertakes other duties which periodically might be assigned by either the NYS AIS Director for Evaluation and Professional Learning or the NYS AIS Executive Director.</li> </ul>

**Necessary Education, Skills, and Qualities**

- B.A. or B.S. degree; Advanced degree preferred
- Experience in and/or understanding of independent schools and DEI
- Demonstrated working knowledge of current research, practice, and theory related to adult learning
- Demonstrated commitment to the principles of, and professional growth around, equity and justice which might include experience leading, or participating on, teams and facilitating workshops on diversity, equity, inclusion, and cultural competencies
- Strong written and oral communication skills including ease and facility with individual and group meetings conducted “in person,” through video conferencing, and on the telephone
- Self-starter and independent worker with strong and creative problem-solving skills as well as a keen attention to detail
- Strong interest and skills in computer technology, database, website management, word processing, spreadsheets, video conferencing, and other computer programs
- Extensive knowledge of, and facility with, organization, planning, records management and general administration
- Strong interpersonal skills and agility in moving between tasks
- Ability to “wear many hats”; from being a visionary to being one’s own clerical support in implementing the vision
- Ability to collaborate with a wide variety of people, individually and in groups
- Approachable and empathetic

**Reports To** NYSAIS Director for Evaluation and Professional Learning

**Starting Date** July 1, 2021 with the potential for a transitional period

**Location** NYSAIS is a statewide organization with the staff primarily living in New York State and working virtually. Although the successful candidate can be flexible in location, the position will require frequent travel to Mohonk Mountain House, Carey Center for Global Good, NYC as well as throughout the state.

**Salary** Competitive

**Benefits** 8% TIAA-Cref (no match required); single party medical and dental; Flexible Spending Account (FSA); Internet allowance; mobile phone allowance; employer provided short and long-term disability

**To Apply** Please send 1) a letter of intent and 2) a resume/CV to [hr@nysais.org](mailto:hr@nysais.org)

*The New York State Association of Independent Schools is committed to equity and inclusion and does not discriminate on the basis of color, religion, disability, gender identity, national origin, and sexual orientation.*