



**Paid, Part-time, Adjunct Staff Position  
Co-Directors, Justice, Equity, and Diversity Institute Leaders**

NYS AIS is seeking two educational leaders to co-lead its Justice, Equity, and Diversity Institute ([JEDI](#)). Now in its fourth 1-year cohort, we are looking for a new partnership to shadow current co-leaders, Erica Corbin and Yuval Ortiz-Quiroga, in 2021-22, with the intention to create and lead the fifth cohort in 2022-23.

JEDI is a one-year course of study that aims to equip its participants to advance the work of justice, equity, and diversity in schools. It is designed to provide a comprehensive mid-level entry point into all aspects of equity work in independent schools, including specific topics related to identity and oppression, practices in the field, and strategic approaches to the work. The Institute harnesses the synergy of a cohort that explores these topics over a whole academic year, and provides access to participants to the networks available through past cohorts, the NYS AIS community, and the collective of diversity practitioners in the country.

The Justice, Equity, and Diversity Institute is designed for NYS AIS schools who currently have a Director of Diversity who would benefit from this experience, and for NYS AIS schools without a Director of Diversity who wish to strengthen their efforts by seeking this training for a faculty or staff member who may or may not fill this formal role. JEDI has particular appeal to classroom teachers looking to apply a firmer equity lens to curriculum and pedagogy, and to faculty and staff members interested in part- or full-time director of diversity roles, whether or not they are given the title of Director of Diversity.

Desired qualities:

- Experience with leading professional development in an educational setting
- Facility with various technology platforms including Slack and Zoom
- Experience with formal and informal leadership roles in an independent school setting
- Commitment for a minimum of one year
- Experience with early childhood and elementary education a plus

Role and responsibilities:

- Manage the program's budget
- Manage and/or communicate logistics, transportation, lodging, and payment for retreats and registered events
- Create the arc of the year-long JEDI experience: content, curriculum, topics
- Lead all residential, face-to-face, and virtual meetings
- Contribute as a vital member of the program planning team
- Design and refine program curriculum
- Collaborate with NYSAIS Staff about the on-going evolution of the program and having a vision for the program
- Connect with NYSAIS and participants, participating member schools (cohort members' schools), and outside speakers

Tasks:

- Assist in creating a cohort by amplifying program mission and engaging in outreach and recruitment
- Review applications and give input on the establishment of a new cohort
- Plan curriculum and program for 2 residential retreats
- Organize and attend monthZoom meetings with cohort members
- Conduct outreach for outside speakers when required
- Prep outside speakers for the program and cohort
- Coach and oversee independent projects of cohort members
- Mentor one-half of the cohort (one-on-one and small group)
- Connect past cohort members with current members; Maintain a supportive alumni network

Interested candidates should send a cover letter and résumé to [jedi@nysais.org](mailto:jedi@nysais.org) by **January 5, 2022**.