



**Position Title:** DEI Coordinator  
**Division:** Primary School  
**FLSA:** Exempt  
**Position Status:** 12 month employee  
**AIS Position Status:** Manager  
**Hours per week:** 40 hours (1.0 FTE)  
**Reports to:** Head of Equity & Inclusion  
**Start Date:** August 1, 2022  
**Application Deadline:** January 15, 2022

## **ABOUT OUR SCHOOL**

Atlanta International School (AIS) offers the full International Baccalaureate (IB) continuum to all students, from 3K through grade 12. Our challenging academic programs develop internationally-minded, critical-thinking students able to take complex and often disparate knowledge, concepts and skills, and forge these into new and unique ways of solving problems. We provide a rigorous education in a diverse, multicultural, multilinguistic community where the reality and hope of human potential are in action.

Our mission at AIS is to develop courageous leaders who shape their world for the better. All AIS employees believe deeply in the potential of each student, value critical thinking (their own and students') and know learning can be fun and exciting. AIS offers an incredible spirit of community and diversity of perspectives that come from students, families, and employees representing more than 90 nationalities and over 60 languages.

## **JOB PURPOSE**

The Coordinator will lead the Primary School (Grades 3k-5) community in realizing and implementing a vision for DEI that becomes an everyday part of the division. The position will work closely with external and internal stakeholders very closely.

**This is a full-time, 12-month position beginning on July 1, 2022.**

## **RESPONSIBILITIES**

- Monitor and support curricular priorities as these pertain to diversity, equity and inclusion education
- Serve as a liaison and provide support and resources to students, families, and staff

- Partner with colleagues to plan and support AIS community and enhance community understanding through the equity and inclusion lens
- Teach independent and collaborative lessons about diversity, equity and inclusion
- Attend student academic and social support meetings
- Lead staff professional development on issues of anti-bias education including divisional and cross-divisional meetings
- Monitor and enhance the support mechanisms in place for underrepresented students groups
- Participate as a member of the divisional leadership team and consult as needed on issues
- Collaborate with principals, counselors, learning support
- Conduct and stay abreast of research as it pertains to student and staff participation and attrition and success rates
- Support divisional hiring process
- Regularly meeting with teachers and counselors to create and enhance support systems to promote socio-emotional learning/growth of students
- Work with leadership team and classroom teachers to examine and enrich social studies curriculum through diversity lens
- Support teachers and grade-level teams in the enrichment and refinement of curriculum through an inclusive diversity lense
- Attend regular meetings and maintain contact with the diversity team across other divisions
- Co-chair the School's Change Champions groups with other DEI Coordinator
- Support IB curriculum review process to increase and integrate culturally responsive and anti-racist approach to teaching and learning
- Attend and represent AIS at local, regional, and national conferences related to diversity, equity and inclusion
- Actively participate in short- and long-term strategic planning and action plans as relating to DEI initiatives

Ideal candidate is deeply aligned with the values and principles of Atlanta International School and possesses a passion for equity and inclusion. The candidate will also be a skillful facilitator and can build relationships to support a wide range of constituents. They will have experience with a range of pedagogical approaches and will be excited by the opportunity to teach a diverse student body in an inquisitive and inquiry-based environment. The ideal candidate has demonstrated effective equitable and inclusive practices within and outside the classroom. A passion for working with a wide range of learners, flexible attitude, commitment to lifelong learning, and a sense of humor are essential.

## **REQUIREMENTS**

- A commitment to equity and inclusion, inquiry and experiential based pedagogy is essential alongside a willingness to adapt and develop pedagogy to meet the needs of our learners.
- A high level of intercultural competence and proven ability to communicate effectively across lines of cultural differences
- Experience in elementary division is essential
- Experience with independent schools is preferred

- A relevant Bachelor's degree or equivalent (Master's degree preferred)
- Enthusiastic about teaching within an international, multicultural and multilingual environment. Flexibility of approach and a collaborative style are essential.
- Strong leadership, communication, facilitation, presentation, and organizational skills
- Experience of teaching IB MYP and IBDP is desirable, but good applicants with other curriculum experience are also welcome to apply.

#### **KEY ROLE COMPETENCIES**

- Adaptability
- Builds Relationships and Rapport
- Collaborative
- Creative and critical thinking
- Impact
- Inspiring
- Learner
- Reflective
- Seeks Feedback
- Self-motivated
- Strong communication and organizational skills

#### **TO BE CONSIDERED**

To be considered for the above-mentioned position, please submit the following items: a letter of interest, resume, and email and phone contact information for three professional references with at least one being supervisory in nature by the stipulated deadline. Incomplete applications will not be reviewed.

#### **SPECIAL REQUIREMENTS**

AIS is committed to maintaining a safe and healthy workplace in the midst of the COVID-19 pandemic. The School's current [COVID-19 Immunization Proof and Testing policy](#) states that all employees are required to submit proof of COVID-19 immunization or participate in regular COVID-19 testing. Regular testing opportunities are provided by the School on campus.

#### **EEO**

*AIS is an equal opportunity employer. We are a diverse community of professionals that broadly reflects the people of the metropolitan Atlanta area and the United States at large. We aim to align our hiring process with our mission and institutional goals. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion or religious practices, sex, gender identity or expression, sexual orientation, citizenship status, national origin, age, ability status, military status, unemployment status or any other category protected by applicable local, state, or federal laws. AIS takes affirmative action in support of its policy to employ and advance all qualified candidates.*