



Job Description

Title: Director of Diversity & Inclusion
Division: Making Waves Academy Schools (MWAS Central Office)
Location: Richmond, CA
Reports to: Chief Learning & Innovation Officer
Status: Full-time, Exempt

Our Story

Making Waves Foundation was founded in 1989 as a mentoring program to address the disparity in educational opportunities for low-income students in Richmond, CA. For decades, through comprehensive programming and services, Making Waves has helped prepare and support first-generation college students to graduate from competitive institutions across the country.

In 2007, the foundation opened the Making Waves Academy Middle School, a charter school offering a rigorous fifth to eighth grade academic program and comprehensive services for students and families. The Making Waves Academy Upper School was launched in 2011 and provides rich academic course offerings, career exploration and extensive college advisement.

Position Summary

The **Director of Diversity & Inclusion** will work with the Learning Team, under the direction of the Chief Learning & Innovation Officer, to bring leadership, thought partnership, researched best practices, innovation, and consultation to MWA schools site based leadership, faculty, and staff. Specifically, their focus is to introduce, monitor, and evaluate the extent to which MWA schools are promoting and supporting a safe, inclusive environment for students, faculty, staff, and parents. This role includes the following elements:

- 1) Evaluating MWA programs, practices, and systems through the lens of diversity and inclusion
- 2) Developing, recommending, and introducing frameworks, practices, and systems aligned with diversity and inclusion best practices
- 3) Researching, developing, and recommending how diversity and inclusion can be embedded in **student academic curriculum and professional development**
- 4) Consulting with MWA site-based leadership and Central Office leadership regarding professional development and support

The *Director of Diversity & Inclusion* is responsible for evaluating and making recommendations for ways MWA's approach to the teaching and learning cycle, and culture, are appropriately aligned and anchored in sound diversity and inclusion practices, with the aim of creating a safe, inclusive, and high-performing environment for students and adults.

Primary Responsibilities

Evaluation

- Informal and formal reviews of core day school practices and systems such as discipline and professional development

- Regularly scheduled “audits” of MWA practices and systems as they relate to meeting diversity and inclusion goals along with adoption of diversity and inclusion best practices
- Evaluate progress to goals on diversity and inclusion initiatives

Research & Development

- Research national best practices in schools and youth development organizations for ways to embed and implement diversity and inclusion into daily teaching and learning practices and MWA systems overall
- Share research within the Learning Team and with MWA leadership and make recommendations
- Develop and introduce diversity and inclusion frameworks, practices, and systems

Consultation

- Consult with site-based MWA leadership on adult professional development, diversity and inclusion best practices for student instruction, and school culture
- Consult with the Central Office staff to make recommendations regarding hiring and onboarding

Stakeholder Engagement & Relationship-Building

- Be a positive and effective contributor to the Learning Team in identifying, researching, and discussing student and adult learning as an innovative practice
- Develop productive working relationships with MWA school leadership, administrators, and staff to facilitate a safe environment so that discussions about diversity and inclusion can occur

Other

- Perform additional duties as assigned

Qualifications

Experience

- 8+ years of related work experience in an urban public school setting as a Diversity and Inclusion Director or School Dean
- 4-5 years of experience leading, facilitating, or being a part of a team working on diversity and inclusion initiatives in an urban school setting or focused on 1st generation college student success
- Strong understanding in the areas of research, planning, organization, evaluation, implementation, milestone and goal setting, system building, and framework development
- Experience working in a high-stress and outcomes-oriented environment
- Work in non-profits, consulting, and/or business desirable
- Experience working in a start-up organization and experience with project management and hard deadlines
- Experience working with students and families from historically underserved communities
- Evidence of Making Waves mission alignment in work history, volunteer activities, and/or personal life

Skills

- Highly effective and professional communication skills with staff, students and families
- Ability to adapt and align on school-related initiatives

- Highly organized, goal-oriented, and focused on outcomes
- Ability to communicate with and build relationships with staff, students and their families in the culturally and linguistically diverse MWA community
- Ability to work collaboratively and independently
- Effective communication skills (written and oral), and ability to provide quick turn-arounds on work product is required
- Strong knowledge of technology platforms (MS Office Suite, Outlook, Google Drive and Calendar, etc.)
- Ability and desire to be a “team player” and to collaborate with colleagues, parents and community members
- Professional orientation – appearance, communication, organization, and attitude

Education

- Bachelor’s degree required; Advanced degree preferred

Preferred

- Spanish language proficiency preferred but not required