



**WHEELER**

**Assistant Director, Unity & Diversity/Coordinator and Teacher of WHLS (Whole Life Seminar)**

The Wheeler School, a co-ed, N-12 independent day school, is seeking a **full-time Assistant Director of Unity & Diversity/Coordinator and Teacher of WHLS (Whole Life Seminar)** to join our team. Ideal candidates for faculty and staff positions at Wheeler are people with a sense of humor, warmth, and humility. They are excellent communicators, with empathy for others and an ability to listen and respond with good intuition and with the help of colleagues. They are ambitious and hard-working, committed to supporting students by offering help and creating new opportunities. When developing curriculum and programming, our faculty and staff members are curious, striving each year to stretch and grow, to implement new ideas that improve the Wheeler experience. In the end, they love to spend their days with young people, and enjoy all that the Wheeler community - creative, energetic, dynamic, and diverse - has to offer.

Successful candidates will have teaching experience in diversity, health and identity development, have a background in curriculum development, will bring demonstrated informal or formal leadership in schools and be interested in contributing to a school's evolution. Just as important in this role is the management of day-to-day relationships with students, teachers and families. This position reports to the Director of Unity & Diversity (U&D) and involves strategic and programmatic support of the functions of the U&D office, developing curriculum for and coordinating the operations of the WHLS program, and direct teaching of WHLS health classes. The WHLS program seeks to align positive identity development for all Wheeler students, social-emotional learning, U&D and health and wellness across the school. The person in this role will not only provide strategic support and partnership to the Director of U&D, but they also collaborate with the Health Center and our Division Heads as we align important Nursery - 12 goals, initiatives and experiences regarding Diversity, Equity, Inclusion and Belonging (DEIB) in both curricular and co-curricular areas.

**Responsibilities:**

Unity & Diversity Direction and Programming (50%):

- Provide strategic and programmatic support for U&D Director
- Oversee community engagement and N-12 community engagement
- Provide leadership for several affinity groups and serve as liaison to affinity group leaders and/or clubs as interest and needs require
- Attend and chaperone registrants for diversity conferences and workshops
- Serve on Diversity Committee and facilitate other parent education groups as needed
- Document operations of U&D office, WHLS curriculum, and parent-facing communication
- Work with U&D Director to identify prospective speakers, presenters and performers from within RI and nearby communities
- Provide organizational leadership and support for U&D events, including the Community Spirit Award and SICA Potluck and general community engagement

WHLS Direction and Coordination, inclusive of teaching (50%):

- Collaborate with the Health and Wellness Center to oversee and coordinate the WHLS program in all divisions, including curriculum planning and alignment for SEL, U&D and Health, coordinating and organizing programming and teaching assignments, and ensuring a high quality program.
- Collaborate with Division Heads to 1) ensure WHLS and U&D curriculum is integrated and meets division-specific developmental needs, 2) create communications for WHLS program in each division and 3) coordinate appropriate staffing, special guests or Health Center experts for WHLS.
- Teach Middle School WHLS/Health courses (approximately 6 per 8-day cycle) and US Wheels (1 per cycle); co-teach sex education presentations in Upper School
- Oversee U&D coordinators in each division and support their work with teachers and students

Qualifications:

- BA required; Masters in Education or related area preferred.
- Experience and training, as well as knowledge of current research and best practice in social emotional learning, health and wellness, and diversity, equity, inclusion and belonging.
- Minimum of five years experience in a relevant position that includes work in educational settings.
- Extensive experience in curriculum development.
- Demonstrated work in the ongoing support of and effective collaboration with faculty and various members of the school community.
- Demonstrated cultural competency and desire to be part of a community with an explicit commitment to diversity, equity, inclusion and belonging.
- Exceptional interpersonal and strong leadership skills and potential for growth.
- Excellent organizational skills and attention to detail.

Interested candidates should email a resume and cover letter to Princess Bomba, Director of U&D, at [princessbomba@wheelerschool.org](mailto:princessbomba@wheelerschool.org) and cc [careers@wheelerschool.org](mailto:careers@wheelerschool.org) by March 1.

### **Statement on Diversity and Cultural Competency At Wheeler**

*We actively seek students, faculty, and staff from diverse backgrounds in the belief that a broad range of experiences and viewpoints enhance learning, enriches life on campus, and better prepares us all for full participation in a pluralistic, democratic society. We seek to further the overall diversity and cultural competency within our community through hiring. The Wheeler School is committed to a policy of nondiscrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin or disability, and any other category protected by federal, state or local law.*

### **About The Wheeler School:**

Founded in 1889 by visionary artist and educator Mary C. Wheeler, The Wheeler School is an N-12 independent day school of approximately 800 students from throughout Greater Providence and Greater Boston. Wheeler's mission, "to learn our powers and be answerable for their use," is incorporated into our classrooms, athletic fields, art studios, and STEAM labs, as students are encouraged to think deeply and explore the world on and beyond our two campuses in the College Hill neighborhood of Providence, Rhode Island and our 120-acre farm in Seekonk, Massachusetts. Across Wheeler's campuses and grades, dedicated faculty and staff identify students' learning path and passions, challenging and supporting them in pursuit of academic excellence, artistic expression, and personal growth. Our graduates are prepared for college and life as creative, ethical, and engaged global citizens. Wheeler is also home to The Hamilton School, where skilled faculty meet students' learning differences with the individualized instruction that leads to success.