



SANDY SPRING FRIENDS SCHOOL

Let Your Lives Speak

May 11, 2020

Sandy Spring Friends School has long been committed to diversity, equity, and inclusion. Our Quaker values and our belief that diversity contributes to academic excellence are the foundations of that commitment.

We will hire a senior level Director of Diversity, Equity, and Inclusion for the fall of 2021. As we prepare for that position, we will retain a diversity specialist to work with us beginning in the fall of 2020. This specialist will help us to keep momentum on the important action items from our recent diversity audit, and will help to lay the foundation of a smooth transition for our incoming Director of DEI. You can learn more about the school at www.ssfs.org. Attached to this letter, you will find details about the work of the diversity specialist and the proposal process, with proposals due on May 22.

As incoming Head of School, I look forward to working with the diversity specialist, and ultimately, our new Director of DEI, to continue fulfilling the school's vision of a diverse, inclusive, and equitable community.

Peace,

Rodney Glasgow
Incoming Head of School

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Call for Proposals
SSFS Diversity, Equity, and Inclusion Specialist
Deadline: May 22, 2020

Sandy Spring Friends School seeks an experienced specialist in diversity, equity, and inclusion for a limited engagement contract for the 2020-2021 school year. Directly reporting to the Head of School, the specialist will be on campus 2-3 days per week (or approximately 16-18 hours per week) beginning August 2020 and spanning throughout the school year. The specialist will work with the Audit Oversight Committee to continue the implementation of action items contained in the school's diversity audit, completed in 2019.

To apply, interested candidates should send a portfolio that includes a cover letter and resume; a list of previous clients; 3-5 references (please include name, title and organization, phone number, and email); and a 1-2 page proposal outlining fee structure and scope of work for this engagement during Sandy Spring Friends School's 2020-2021 academic year. These materials can be sent to Marcia Johnson at Marcia.Johnson@ssfs.org by May 22.

Categorized as an independent contractor, this position is not benefit eligible.

Key deliverables include:

- Planning, developing, and overseeing cultural-competence and inclusion-focused education programs, professional development, and events for the entire SSFS community, including students (U.S. domestic and international; day and boarding), families, trustees, and faculty/staff.
- Working with academic leaders and teachers in our lower, middle, and upper schools providing assistance with inclusive curriculum and instructional materials.
- In coordination with academic leaders, supporting and developing student diversity leadership, including, for example, affinity groups.
- Creating, supporting, and networking with the various diversity and inclusion related groups within the School's internal and external communities.
- Attending meetings of the senior administrative team, as invited by the Head of School, to consult on matters related to diversity, equity, and inclusion.
- Maintaining office hours on campus to serve as a resource for all employees, students, and parents in matters of diversity, equity, and inclusion.
- As called upon, reviewing the school's major communications through the lens of diversity, equity, and inclusion and Quaker practice.

Success Factors: Highly collaborative leader with demonstrated ability to lead and inspire people; ability to organize, manage, and prioritize multiple projects simultaneously; excellent written and oral communication skills; excellent problem solving skills, creativity, discernment, initiative, and the ability to see things from a solutions-oriented perspective using appreciative inquiry; and the ability to work collaboratively with an understanding of Quaker practice.

Qualifications: Demonstrated success in DEI leadership working collaboratively with administrators, faculty, staff, students, families, trustees; 3 or more years of consulting work or employment around diversity, equity, and inclusion in independent schools; experience leading teams and facilitating workshops on diversity, equity, inclusion and cultural competency.