

HORACE MANN SCHOOL  
231 West 246<sup>th</sup> Street  
Bronx, NY 10471  
An Equal Opportunity Employer

Office for Identity, Culture and Institutional Equity (ICIE)  
(formerly Office of Diversity)

ICIE Associate

Horace Mann School is a coeducational, college preparatory independent day school for students from Nursery through grade 12. The School seeks to stretch the imagination, intellect and insight of its students while developing the moral characteristics that impart identity and purpose. We recognize as our core values: the Life of the Mind, Mature Behavior, Mutual Respect, a Secure and Healthful Environment, and a Balance between Individual Achievement and a Caring Community. These core values guide our decision-making and govern the implementation of our curriculum and programs across all divisions of Horace Mann School. In addition to its campuses in Manhattan and the Bronx, NY, the School also owns and maintains the John Dorr Nature Laboratory, a comprehensive outdoor education facility on 304 largely wooded acres in Washington, CT. One of the nation's 10 largest independent day schools, as of September, 2016, the School enrolls 1,790 students representing 155 zip codes, with 40% self-identified students of color. For 2016-17, 16% of the students receive need-based Financial Aid. Twenty-two percent of School administrators, teachers and staff members identify as people of color. Over the past five years, the School has recorded a 97% annual retention rate for students and a 92% retention rate for all employees. The school's current \$100 million bricks and mortar campaign will provide the Middle and Upper Divisions with either newly constructed or renovated, state of the art science facilities by the beginning of the Fall of 2018.

ICIE actively seeks to enrich and nurture a diverse school community and a rigorous and innovative curriculum. Our goal is to move with purpose and conviction toward greater inclusion. We define inclusion as policies, practices and programs based on a set of shared core values. We measure inclusivity by the degree to which people of all backgrounds, people of all perspectives and people of all beliefs are able to contribute, to belong and to achieve within the community without fear of discrimination or marginalization. We believe that inclusion requires everyone to recognize, respect and value difference.

We are seeking qualified candidates for a full-time ICIE Associate. This addition to the ICIE team will enable the Office to work more consistently with all divisions and constituencies of the school, broaden its reach especially to support and be responsive to faculty, and continue to strive for equity and inclusion in all aspects of school life.

The full-time ICIE Associate will work under the direct supervision of the Director of ICIE and collaboratively with all members of the team. Responsibilities will reflect the strengths and interests of the candidate and include working directly with students, teachers, parents and administrators in the ICIE constructs of inclusion: identity, culture and curriculum, and engagement.

The best candidate will:

- Have knowledge of and experience with diversity work in an independent school
- Become a trained S.E.E.D. leader and participate in S.E.E.D. (Seeking Educational Equity and Diversity) seminars
- Be able to manage multiple on-going tasks
- Be an effective communicator (listening, speaking, writing)
- Demonstrate an understanding of multiculturalism
- Demonstrate an understanding of equity and social justice

- Demonstrate kindness, thoughtfulness, creativity and informed decision-making
- Be able to take on leadership roles
- Be supportive of the work of others
- Be a strong advocate for the Horace Mann School community
- Be willing to work a flexible schedule including some evenings and weekends
- Be willing to work on all HM campuses (Riverdale, Manhattan, Washington Post, CT)

Qualifications:

Bachelor's degree, master's degree preferred

Teaching or student group facilitation experience required

Experience with organizational/educational decision-making related to equity and social justice

Interested candidates should submit a letter of interest and resume to [employment@horacemann.org](mailto:employment@horacemann.org)