

CHIEF DIVERSITY, EQUITY, AND INCLUSION OFFICER SEARCH

ST. LUKE'S SCHOOL

New York, New York
stlukeschool.org

Start Date: July 2023



ST. LUKE'S SCHOOL



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM

Mission Statement

- We ignite curiosity for the world and for learning.
- We instill confidence to advocate for themselves and others.
- We inspire courage to lead in service to our community, world, and future.



At a Glance



Established
1945



Enrollment
340



Total faculty and staff
~ 90



Student-teacher ratio
6:1



Students of color
40%



Financial aid awarded
\$2.56M



Faculty of color
33%

Students receiving aid: 17%
Endowment: \$6M
Annual operating budget: \$17M

Campus size: 1 building of nearly 50,000 sf on
a two-acre block shared with The Church of
St. Luke in the Fields



Overview

St. Luke's School provides a dynamic and well-rounded education for 340 students from Junior Kindergarten to Grade 8, occupying an unusual and expansive two-acre urban campus on a landmark block in Manhattan. Often described as "a secret garden" in the heart of the West Village, St. Luke's gardens and pathways connect external classroom doors to its magical outdoor spaces. A 20,000 square foot expansion, completed in 2017, added a third and fourth floor to their existing building, accommodating a doubling of enrollment after a decade of robust growth. The Lower and Upper Schools now occupy 43,800 square feet of indoor space, including a gymnasium, auditorium, cafeteria, science labs, art and dance studios, and the Grace Sawyer Library. The school's new rooftop field provides a multi-purpose sports field and outdoor learning center.

Since 1945, the co-educational school has combined academic excellence with a true sense of community to serve a diverse population of religious, spiritual, ethnic, and socioeconomic backgrounds. Here, an emphasis on connection, empathy, and belonging supports the school's educational rigor. Over the course of its 75-year history, St. Luke's evolved from an outreach of Trinity Church to a parish school, and, in 2012, negotiated legal and fiscal separation from the Church to become the independent Episcopal school it is today. As a cherished tenant of The Church of St. Luke in the Fields, the school now holds a generational lease of the building.

St. Luke's adheres to five Community Standards that characterize its dedication to the development of the whole child: Dignity, Compassion, Respect, Excellence, and Honesty. Its motto – "Learning with Joy, Leading with Heart" – captures the school's commitment to fostering an exceptional learning environment driven by values.

The Chief Diversity, Equity, and Inclusion Officer leads the community's work of becoming an ever-increasingly inclusive community, something the school articulates as "a way of life and an ethical stance supported by our mission and our identity as an Episcopal independent school that values perspectives and practices rooted in religion, spirituality, and moral traditions." St. Luke's New Chief DEI Officer will build off a well-established and considered foundation, collaborate with and grow the capacity of its adult constituencies, continue the school's work to identify and evolve the systems and practices that run counter to its commitments and values, and support the developmental work with the school's current students. The Chief DEI Officer is a member of the school's leadership team and reports directly to the Head of School.



Opportunities and Challenges

- Collaborating with a new Head of School and the Board of Trustees to build a strategic plan and a clear direction for implementing that plan and measuring its progress;
- Working in partnership with the Assistant Director of Diversity, Equity, and Inclusion to continue to design, develop, and implement meaningful programming for students Junior Kindergarten to Grade 8;
- Acting as a resource and support for teaching a culturally relevant and sustaining curriculum in the PK-8 program;
- Supporting the parent and caregiver community in building a shared tool set and language to support their students' DEI journey at St. Luke's;
- Engaging the various school constituencies – students, parents, faculty/staff, alumni, and alumni families - to create a shared sense of ownership in DEI at the school;
- Partnering with the Chaplain to seek points of interconnection between faith and diversity, equity, and inclusion;
- Establishing a solid, consistent professional development model for teachers, staff, and administrators;
- Identifying new ways to attract, engage, affirm, support, and retain a diverse and talented adult educator community, and in close collaboration with the Head of School and Chief Community Officer, orienting and onboarding new faculty and staff;
- Serving as a presence in the school as a support and model for DEI work in the community;
- Representing the school in various internal and external capacities when needed, including conferences, hiring fairs, admissions events, and other independent school events.



Qualifications and Personal Attributes

- A deep commitment to and experience supporting the development of young people (Junior Kindergarten to Grade 8) and a desire to engage with and keep students at the center of their work;
- An orientation to lead with the end goals in mind and to manage and act at both the strategic and operational levels;
- A demonstrated ability to effectively engage across dynamics of difference, facilitate difficult conversations, and address varying perspectives on a range of issues;
- A highly relational and communicative DEI practitioner who is experienced and skilled in working with, supporting, and providing accountability for administrative colleagues, faculty, and staff and the gravitas and experience to work with parents, alumni, and Board;
- A strong eye for talent and the ability to contribute to the recruitment and retention of a diverse and culturally competent faculty and staff;
- A team builder, educator, mentor, and leader who calls individuals into the work, supports their development, and deploys them aligned to their strengths and roles and responsibilities;
- A steady demeanor and the ability to maintain a professional distance and stand strong when navigating the challenging work facing DEI leaders in schools;
- A collaborative, confident, and humble leader with energy, a sense of humor, and a commitment to self-care.

Learn More

Click on the links below to learn more about St. Luke's School.

[School Website](#)

[Virtual Tour](#)

[School History](#)

[High School Placement](#)

[Episcopal Identity](#)

[About New York, New York](#)

[Diversity, Equity, and Inclusion](#)



To Apply

Interested and qualified candidates are invited to contact the consultants in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position
- A current résumé
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

Brandon Jacobs

Search Consultant

brandon.jacobs@carneysandoe.com

Chris Boyle

Search Consultant

chris.boyle@carneysandoe.com

The full-time equivalent salary range for this position is \$120,000-160,000. The starting salary is based upon, but not limited to, several factors that include years of experience, education level, and expertise.