



## **Dean of Student Life, Equity, and Inclusion for July 1, 2021**

### **Girls' Day School, 500 Students in Grades 6–12 Independent, Nonsectarian, College Preparatory**

[www.archer.org](http://www.archer.org)

The Archer School for Girls challenges and inspires girls in grades 6-12 to discover their passions and realize their true potential. Nationally recognized for its innovative school culture, Archer's program is collaborative, real-world focused, and research-based. Faculty are highly skilled in using brain-based practices to teach girls effectively. Collaboration, student leadership, intellectual curiosity, cultural engagement, and joyful learning are core elements of the program. The School maintains a deep and abiding commitment to diversity and inclusion and aims to reflect the face of greater Los Angeles. With regard to facilities, the School has just completed the Diana Meehan Center, a state-of-the-art teaching and learning building.

Archer is seeking a dynamic and collaborative student life professional with a demonstrated record of advancing diversity, equity, and inclusion in a mission-driven environment. The Dean of Student Life, Equity, and Inclusion will be a key member of the administrative team and will proactively lead conversation, education, and initiatives that support the inclusion and wellbeing of every Archer student and community member. Upon coming to Archer, the Dean will find a joyful and intentional school community composed of empowered students, invested faculty and staff, and an active team deeply engaged in advancing equitable and inclusive practices.

### **History**

Archer was founded in 1995 by three women, Megan Callaway, Victoria Shorr, and Dr. Diana Meehan, all graduates of girls' schools and all parents of daughters who were about to enter middle school. Informed by current research on the clear benefits of single-sex education for girls and guided by their founding principles of innovation, community, and diversity, Archer originally opened in a converted Pacific Palisades dance studio with just over 30 6th and 7th grade students.

Nearly 25 years later, Archer is a school of 500 students on a seven-acre campus and internationally recognized as a leader in research-based education. Archer's mission is aimed at the empowerment of girls and young women.

Fully accredited by the Western Association of Schools and Colleges and the California Association of Independent Schools, Archer holds memberships in the National Association of Independent Schools, the Independent School Alliance for Minority Affairs, and A Better Chance.

## **The Campus and Location**

Archer is situated on a picturesque, seven-acre campus in the Brentwood neighborhood of Los Angeles. Built in 1931 by famed California architect William R. Mooser, the 95,000-square-foot main building, built in the Spanish Colonial Style, is a historic landmark. The building contains courtyards, intricate tile work, frescoed ceilings, fireplaces, and charming spaces for small group meetings or for students to relax with friends. Facilities include the Saban IDEALab for Integrated Design and Engineering Arts, modern science labs, a MediaSpace for digital arts, and the brand-new Diana Meehan Center.

## **Mission**

*The Archer School for Girls empowers young women to discover their passions and realize their true potential in an environment that is both ambitious and joyful.*

*We sustain a collaborative, student-centered teaching and learning community that explores and contributes to the research on how girls learn and thrive.*

*We engage girls in a purposeful, inquiry-driven curriculum that fosters critical thinking and life-long intellectual curiosity.*

*We inspire girls to become confident, ethical leaders, strengthening their voices and capacity to contribute positively to their communities.*

*We promote challenge-seeking, encourage creative risk-taking, and embrace each girl's unique possibility.*

*We support girls to develop meaningful relationships in a diverse and inclusive community rooted in empathy, integrity, and responsibility.*

*We graduate courageous, resilient young women who take responsibility for their own physical, financial, and emotional well-being.*

## **Students**

Archer girls are described as diverse, ambitious, articulate, tech-savvy, ethical, collaborative, creative, confident, athletic, joyful, and fearless.

Archer is a school in high demand, with five applications for every space. The School's current enrollment is 500. Archer prides itself on its commitment to equity and inclusivity with 46% of the student body being students of color and representation from 79 different zip codes and 156 different feeder schools. Archer awards over \$4M in financial aid annually.

Students genuinely appreciate their teachers and the power of their skillful teaching. In fact, Archer girls routinely thank their teachers at the end of each class and openly express their love for their School.

Visitors to campus consistently remark on the positive culture, friendliness, and high degree of

engagement among the student body. Archer girls stand out for their confidence, poise, and keen ability to articulate their ideas.

## **Student Life**

Archer's students lead and run over 30 interest and affinity groups that run throughout the week. Some of these clubs include:

- Archer Interfaith Association
- Asian Culture Club
- Black Student Union
- Diversity Club
- Gay Straight Alliance
- Girls Empowering Girls Club
- Hermanas Unidas
- I Am Club, Feminists of Archer
- Jewish Student Community

Students also take part in the Peer Mentoring Program, which serves to support the transition of new 9th grade students into the Archer community. At the end of each school year, incoming 9th grade students are matched with returning 9th grade students based on background and shared interests. Mentors meet with their mentee at the beginning of the summer and connect periodically before school begins. Mentors invite new students to join a variety of social opportunities, serve as a point person for questions, and ensure overall that students feel welcome and included.

## **Faculty**

Approximately 70 teachers make up Archer's talented faculty, most of whom have advanced degrees and all of whom are committed to excellence in teaching and learning. Beyond competitive pay and benefits, faculty enjoy working in a collegial, highly professional, and joyful learning community. They build strong, positive relationships with students rooted in respect for girls' intellectual and emotional development. As lead learners, Archer teachers strive to meet the needs of all learners in their classroom, and they relish feedback to improve their practice. Students and parents laud the faculty for their high degree of skill, care for their students, and abundant passion for the subjects they teach.

## **Leadership Team**

Archer's distributed model of leadership requires a leader with strong communication and engagement skills and a belief in the value of seeking different perspectives. Together, the School's leaders share a deep commitment to girls' education and reflect the School's commitment to the values expressed in its mission and honor code: empathy, integrity, and responsibility. The Head of School works closely with a collaborative Senior Administrative team. The next Dean of Student Life, Equity, and Inclusion will join this experienced and dedicated group of administrators to lead and advance the School.

## **The Dean Role**

The Dean of Student Life, Equity, and Inclusion is a member of the Senior Administrative Team, reports to the Head of School, and works closely with the Associate Head, Upper & Middle School Division Directors, the Class Deans, and the Diversity, Equity, and Inclusion Leadership Team (DEILT) to ensure that all aspects of student life are equitable, inclusive, and in service of the well-being of each and every student. In particular, the Dean of Student Life, Equity, and Inclusion supervises the Class Deans, the DEILT Chair, and the Outdoor Education, Archer Abroad, and Service Learning Coordinators. The Dean of Student Life, Equity, and Inclusion therefore oversees the following student life programs: Mentorship, Student Council, student clubs, including student affinity and alliance clubs, the Honor Education Council, Outdoor Education, Archer Abroad, Service Learning, student meetings & assemblies, and overall student life programming.

The Dean of Student Life, Equity, and Inclusion endeavors to develop positive relationships with all constituencies of the Archer Community and must be a proactive, effective, and visible leader who works to build a community true to Archer's mission of supporting girls to develop meaningful relationships in a diverse and inclusive community rooted in empathy, integrity, and responsibility. This includes providing leadership for Archer's noncoercive approach to discipline and commitment to restorative justice. In addition to overseeing existing programs, the Dean of Student Life, Equity, and Inclusion helps develop student leadership, acts as a resource for the grade-level Deans, Mentorship, and DEI leadership teams, and collaboratively problem-solves as issues arise. The Dean of Student Life, Equity, and Inclusion educates the community on how to build on Archer's commitment to providing an equitable, inclusive, and healthy student culture and models at all times Archer's core values of empathy, integrity, and responsibility.

## **Challenges and Opportunities**

The Dean of Student Life, Equity, and Inclusion will have the opportunity to expand on the foundational work of DEILT and the Archer community, helping to build out the framework and tools crucial to supporting the varied needs of Archer's diverse student population. The Dean will also be tasked with thinking creatively about the challenges posed by limited physical space, finding ways to bring students and the whole school community together in times of both celebration and challenge. Additionally, they

will have the opportunity to develop stronger integration between students across the middle and upper school divisions, allowing students to learn from each other and grow together during their time at Archer and beyond.

The next Dean will also play a key role in supporting faculty development and will partner with division directors and the leadership team to prioritize the hiring and support of faculty who reflect the diversity of backgrounds and experiences represented by Archer's dynamic student body.

## **Essential Duties and Responsibilities of the Dean of Student Life, Equity, and Inclusion**

### **Activities**

- Serve as a member of the Senior Administrative team
- Work collaboratively with other school leaders to fulfill the goals of Archer's comprehensive Strategic Plan and the Diversity, Equity, and Inclusion Strategic Plan
- Supervise the Class Deans, DEILT Chair, and Outdoor Ed, Archer Abroad and Service Learning Coordinators
- Participate in all Middle and Upper School events
- Oversee student life calendar, start and end-of-year processes, and operations related to student life
- Serve on the Admissions Committee and Student Support Team (SST) Health and Safety Committees
- Membership and active participation in related professional organizations
- Regular professional development

### **Program and Project Management**

- Provide leadership for student life, equity, and inclusion programs and personnel involved; guide decision-making, approve budgets, and be informed of all major issues in these program areas
- In collaboration with the HOS, Associate Head, Division Director, and DEILT Chair, oversee and integrate DEI best practices related to student life at Archer
- Provide leadership for students and faculty to plan and execute DEI initiatives and events, including bi-weekly Current Conversations and the next iteration of Archer's DEI Conference
- Oversee and work with Student Government, including coordinating the election process, offering leadership programming, and facilitating regular meetings with the Student Council President and representatives

- Oversee the following schoolwide student programs: the Honor Education Council, Outdoor Education, Archer Abroad, Service Learning, and Mentorship
- Facilitate ongoing student events and traditions for all grade levels
- In collaboration with the Associate Head and Division Directors, plan Student and Parent Orientation
- Assist the Associate Head of School in organizing and planning parent education evenings
- Coordinate annual attendance at the NAIS People of Color Conference and Student Diversity Leadership Conference
- Oversee major discipline matters
- Coordinate Community Connections and Current Conversations with Division Directors
- Oversee revisions to official student forms, permission slips, policy acknowledgements and the annual Student-Parent Handbook
- Oversee uniform program, including the set-up of uniform sales with Lands' End

### **Other Duties**

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. In addition, all Archer employees are expected to execute duties and maintain standards in accordance with all Archer policies and procedures.

### **Professional Qualities Sought**

The Search Committee and Head of School are seeking candidates who can embrace, articulate, and promote Archer's mission to graduate courageous, committed, and ethical young women who take responsibility for their own physical, financial, and emotional well-being. In addition to excellent communication and organizational skills, successful candidates will have many, if not all, of the following strengths:

### **Communication & Collaboration**

- Ability to navigate difficult conversations with diplomacy and sensitivity
- Maintain regular communication with the Head of School, Senior Admin, Class Deans and SST
- Make available resources and opportunities related to DEI
- Work with the Communications Office to communicate important student life information to all constituents

- Communicate regularly and in a timely manner with faculty, staff, and students on upcoming student life programming

### **Professional Judgment**

- Ability to discern, communicate, and maintain appropriate professional boundaries
- Ability to balance the needs and values of the community with those of the individual
- Ability to exercise discretion when dealing with sensitive or confidential information
- Interest in and ability to cultivate the leadership of others and distribute leadership
- Ability to maintain perspective and be reflective in challenging situations

### **Organization**

- Keep documentation on all parent and student conversations
- Keep accurate records for all important communications, student issues, and disciplinary infractions
- Maintain clear and effective systems to support student life programs and events

### **Personal Qualities**

- Interest in and appreciation for adolescent development
- Caring and appropriate role model
- Creative problem solver with a flexible and innovative mindset
- Confident and self-reflective
- Curious, lifelong learner
- Positive outlook with a healthy sense of humor
- Enjoys being on a dog-friendly campus

### **Education and/or Experience**

- Diversity, Equity, and Inclusion training and expertise
- Minimum of five years working in an educational setting or with adolescents
- Related master's degree, certificate or credential
- Evidence of continued learning in the field

Requests for information, written nominations, confidential inquiries, and all application materials should be directed in confidence, to:



Ruth Shoemaker Wood, Partner  
Nishant Mehta, Partner  
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### **Equal Employment Opportunity Policy**

The Archer School for Girls values and actively seeks a diverse workforce. We provide equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.