

**School Overview:**

Founded in 1960 by the Sisters of Mercy, Mercy High School is an independent, Catholic, college preparatory school for girls in grades 9-12. Expanding on nearly 200 years of experience in the instruction of adolescent girls, Mercy is proud to carry forward the extraordinary legacy of Mercy education, which began in Baltimore in 1867. Sponsored by the Sisters of Mercy, we deliver a rigorous education marked by academic excellence and personal attention. As an International Baccalaureate (IB) World School, Mercy provides an education that is distinguished by innovation, enabling students to form habits of lifelong inquiry, critical thinking, and courageous action in a global society. In the tradition of Catherine McAuley, the founder of the Sisters of Mercy, our work reflects a commitment to hospitality, service, justice, and compassion. More than 8,000 Mercy graduates bring their Mercy values into the world, in Baltimore, and beyond. It is an exciting time to join “Team Magic” and to help showcase our growing school.

Director of Community and Belonging– 2024-2025

Mercy High School is seeking an innovative, compassionate, and collaborative Director of Community and Belonging to begin as soon as possible. The role can be full-time or part-time depending on the candidate. The ideal full-time candidate would be able to fulfill other teaching or administrative roles in combination with the director of community and belonging role.

The candidate must have experience working with diverse groups of students and will be cognizant of the special role educators have in the spiritual and religious development of youth. The candidate will model critical inquiry and lifelong learning, and demonstrate integrity and fairness in all aspects of community life. The candidate will be responsible for creating, implementing, and overseeing community and belonging programming that reflects the mission of Mercy High School and the Critical Concerns of the Sisters of Mercy.

Responsibilities

- Provide thoughtful leadership in initiatives and programming that help support a community where “every Mercy Girl is known, cherished, and loved.”
- Assist the president and principal in ensuring that the mission, vision and values of the Sisters of Mercy are reflected in the school’s practices in the areas of equity, inclusion, and belonging.
- Organize, facilitate, and help lead the Academic Diversity Team, made up of faculty members representing many parts of the school community.
- Serve as the staff liaison to the Mission, Equity and Inclusion Committee of the Board of Trustees.
- Work with the academic dean and principal to recruit and retain a highly talented faculty and staff of diverse backgrounds
- Work with the principal, president, and school community to organize educational opportunities, school assemblies, and celebrations that promote a sense of belonging and dignity.
- Plan and lead faculty and staff professional development workshops.
- Collaborate with the academic council to continue creating a culturally responsive curriculum and pedagogy.
- Collaborate with the dean of students and school counselors to respond to the social and emotional needs of a diverse student body.
- Collaborate with and support moderators of student clubs and activities to ensure programming aligns with equity and inclusion initiatives throughout the school and develops student leadership in these areas.
- Attend after school and weekend events as required in the role as director of community and belonging.

- Other duties as assigned by the principal and president.

Required Knowledge, Skills & Abilities

- Bachelor's degree or higher in education, or a related field is required. Master's degree preferred.
- Demonstrated experience in inclusion and belonging programming.
- Experience in an educational setting, preferably a secondary school.
- Understanding of the principles of Catholic Social Teaching.
- Effective interpersonal skills and demonstrated ability to show compassion and understanding to colleagues, students, parents, and other constituents.
- Strong written and spoken communication skills.
- Excellent organizational skills and the ability to navigate the complex expectations of a Catholic, independent school.
- High level of honesty and integrity.
- Ability to problem solve, taking into account the many needs, perspectives, and expectations of a school community.
- Availability to respond quickly to students, families and colleagues.
- Proven ability to work effectively in collaboration with various constituents.
- Candidates are subject to a criminal background check, Child Protection Services Screening, and an MSDE Employment History Review prior to employment.

Work Environment:

- All faculty may be asked to perform their work duties at home (in the event of remote learning) and/or on campus. In both settings, this role is required to maintain a professional, shared work environment.
- While performing the duties of this job, all faculty are regularly required to talk and hear. This position, while primarily desk, office, and classroom-based, is at times active. It requires both sitting and standing for prolonged periods, and at times walking, including stairs, and the occasional moving/rearranging of items.

Salary is commensurate with experience.

FLSA Classification: Exempt

Reports to: Principal

Employment Category: Part-time or Full-time

Duration: 10-month contract
annually renewable

Please send a cover letter, resume, statement of philosophy of education, and contact information for three professional references to Kathryn Adelsberger, Ed.D., Principal at kadelsberger@mercyhighschool.com

This document is intended to provide guidelines for job expectations and the employee's ability to perform the work associated with the position. It is not intended to be construed as an exhaustive list of all job duties and additional functions/requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and Mercy High School reserves the right to change this position as deemed appropriate.