



JOB ANNOUNCEMENT: Academic Support Coordinator

EMPLOYEE STATUS: 50% FTE Part-time, Exempt, Academic-year

REPORTS TO: Associate Dean of Student Life

TERM OF WORK: August 4, 2025 through May 5, 2026

WORK SCHEDULE: TBD (20 hours per week)

SALARY RANGE: \$42,000 to \$50,000 for the term of work

Located in the Presidio of San Francisco, The Bay School is an independent, college-preparatory high school committed to equity and belonging within Bay and beyond. The school seeks to provide its students with a challenging, innovative curriculum and a collaborative, supportive community. Our staff and faculty members (“staffulty”) foster and model curiosity, critical thinking, intentionality, open dialogue, and good humor. Bay students have been described as engaged and thoughtful self-advocates who value community and courage. Please visit our precepts and academics pages to learn more about our school.

The Bay School considers all qualified applicants for employment and does not discriminate on the basis of race, color, religion, identity, national origin, ancestry, age, sexual orientation, gender identity, and gender expression (SOGIE), or any other characteristic protected by law. We are committed to having a staffulty and student body that reflect the diversity of the Bay Area. We strongly encourage those with a demonstrated dedication to social justice, collaboration, innovation and student-centered education to apply. We encourage BIPOC candidates to apply.

The Bay School does not participate in the USCIS E-Verify program, and we do not sponsor work visas.

Job Description

The Academic Support Coordinator is responsible for supporting students’ academic transitions and long-term success at Bay. The Academic Support Coordinator partners with Learning Services and Student Life to identify students who would benefit from extra academic support and to develop robust programming,

consisting of a student tutor leadership group, small group workshops, and 1:1 tutoring.

Required Qualifications

EDUCATION: Bachelor's degree or higher.

EXPERIENCE: Previous experience working with high school students or youth programs preferred.

COMPUTER SKILLS: Proficient in Google Suites.

CERTIFICATES & LICENSES: Clear and valid California Driver's License.

OTHER REQUIREMENTS: Job offers are contingent upon clear LiveScan fingerprinting and TB risk assessment. Other requirements include completing first aid/CPR training, mandated reporter training, anti-harassment training, workplace violence prevention training, and bloodborne pathogen training. Access to these mandatory trainings are provided and paid for by the school.

Major Responsibilities

Academic Support Management (~10 hours/week)

- **Design** small group sessions on executive function skills and/or content-related material. Work with Student Life and Learning Services to identify students and design sessions.
 - The Academic Support Coordinator will schedule and assign students to study groups, and work closely with adult and peer tutors.
- **Oversee** Peer Tutoring / WHAM Leadership group (tentatively titled PASS (Peer Academic Support Squad))
 - Peer tutors and WHAMBassadors are 10th, 11th, and 12th graders who have completed a course and are excited to support another student with that material.
 - The Academic Support Coordinator will train student tutors, assign tutor pairs, and support all students in the program.
- **Communicate** with Staffulty about student support needs and progress.
 - Process requests for support for students.
 - Document and summarize all student meetings.
 - Communicate with class deans about all necessary schedule changes or updates in support needs.
- **Review** material for 9th and 10th grade courses, via Canvas and collaboration with Student Life and Learning Services

Direct Student Support (~10-15 hours/week)

- Workshops
 - Offer 1-3 workshops a week, based on community needs. These workshops will likely happen during lunch or tutorial (after school)
- 1:1 Tutoring
 - Work with 5-10 students weekly (on a year-long basis)

- Direct student support in small group and one-on-one tutoring in 9th and 10th grade math and science.

Required Professional Qualities/Abilities

- Finds resonance with The Bay School mission, philosophy, and precepts;
- Has worked with high school students in some capacity (e.g as teacher, tutor, coach, or camp counselor);
- Enjoys the energy and pace of a high school community;
- Bilingual or multilingual skills (especially Spanish) preferred but not required;
- Able to understand cultural norms and take appropriate initiative;
- Has demonstrated experience in working collaboratively and sees collaboration as a means to improvement and growth;
- Able to plan for and do both short- and long-term projects simultaneously;
- Highly detail-oriented with strong organizational skills and communication, both written and oral;
- Has appropriate boundaries;
- Knows how to take initiative, be responsive, and ask for help;
- Is innovative and creative in thinking about streamlining processes and considers effective ways of reaching high school students;
- Eagerness, optimism, flexibility, and ability to stay focused in a busy work environment;
- Able to receive and incorporate feedback;
- Strong cultural competency and commitment to antiracism, equity, and inclusion;
- Ability to work effectively with several constituencies (employees, colleagues, students, parents, and community at large) of diverse identities and backgrounds;
- Ability to receive and incorporate feedback.

The Ideal Candidate

- Aligns with The Bay School's mission, values, and community precepts;
- Demonstrates ongoing commitment to equity, inclusion, and anti-bias work in education;
- Embraces feedback and opportunities for professional growth;
- Enjoys working closely with high school students and being part of a vibrant school community;
- Brings a calm presence, a sense of humor, and the ability to balance multiple responsibilities in a dynamic work environment;
- Communicates clearly and cross-culturally with compassion and care;
- Maintains professionalism, confidentiality, and integrity under pressure;
- Manages time effectively and thinks proactively to anticipate needs and plan ahead.

Physical Requirements

- Ability to lift and carry 20 pounds;
- Ability to sit/stand for long periods of time;
- Ability to move around campus. The Bay School campus has three separate buildings that are across the street from each other. Classrooms and offices are spread throughout all three buildings. All buildings are ADA compliant;
- High frequency of viewing a computer monitor.

Work Environment

- Work is performed primarily indoors and in a shared office setting;
- The noise level in the work environment is moderate to loud during school hours and usually quiet outside of school hours;
- The Bay School lunch service is provided by Acre Gourmet and is available to all employees and subsidized by the school. Staffuly eat lunch in shared dining room spaces with students, in their offices, or in the Staffuly lounge on the fourth floor.

If interested in the position, please review our website, then email all of the items below to: Susie McCobb, Executive Assistant to the Heads of School, at: jobs@bayschoolsf.org, subject line: **ASC25-26**

Incomplete applications will not be considered.

1. Cover letter describing your interest in the position as well as how you anticipate contributing to The Bay School;
2. Resume/CV;
3. Contact list of 3 references, at least one of whom must be a recent supervisor.