JOB ANNOUNCEMENT: Assistant Director of College Counseling

EMPLOYEE STATUS: 100%, Exempt, Academic Year (11 month)

REPORTS TO: Director of College Counseling

WORK SCHEDULE: Monday-Friday, 8:00 AM- 5:00 PM with the ability to work occasional evening/weekend hours depending on events

START DATE: July 1, 2026 (First on campus day August 3, 2026)

SALARY RANGE: $92,500-$112,00 Bay also offers a strong benefits package for long term employees working at least 60% of full-time

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 Assistant Director of College Counseling is an integral part of the college counseling team who provides a process that is holistic in nature and focuses the college search process on individual fit. The Assistant Director works closely and collaboratively with colleagues in the College Counseling Office to develop and implement thoughtful, effective college counseling and test prep strategies, innovative programming and best practices in the context of The Bay School. The

Assistant Director provides a framework and guidance to the members of each year's graduating class through the transition to post-secondary education.

Required Qualifications

EDUCATION: Bachelor's degree required. Master's preferred.
EXPERIENCE: A minimum of 3-5 years of experience in college counseling and/or college admissions. Knowledge of admission trends, testing policies, financial aid, and individual colleges.
COMPUTER SKILLS: Proficiency with information technology including Google apps and SCOIR.
CERTIFICATES & LICENSES: Clear and valid 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

- Educates, guides, and partners with students and families through all aspects of the college selection, testing, application, admission, and financial aid process in a manner that celebrates each student's strengths;
- Supports each senior with precise, highly customised academic and college counseling services to include appropriate list construction, holistic essay writing and review, resume creation, interview preparation as well as advising on curriculum choices, standardized testing, and financial aid/scholarship processes;
- Builds trusted relationships and serves as a primary point person with all students and families as they go through the college counseling process;
- Designs and co-teaches a weekly college counseling course;
- Manages highly sensitive and confidential material with discretion;
- Assists in coordinating and presenting at college information programs/events for students and parents;
- Writes a highly personalized, comprehensive school recommendation letter for assigned students (approximately 30) in the senior class;
- Works collaboratively as a member of a high-functioning team and completes administrative tasks as needed (i.e. sending application documents, securing fee waivers, uploading score reports in Scoir, scheduling college representative visits, responding to voicemails/emails within 24 hours, etc.);
- Participates in and contributes to weekly College Counseling office meetings;
- Meets with college representatives (both on and off campus) to cultivate relationships and serves as a liaison with college admissions officers and The Bay School;

- Engages and is involved in professional organizations for personal development and to raise the profile of The Bay School;
- Visits colleges and universities throughout the academic year and attends national and regional conferences and meetings, representing The Bay School.

Advising and Student Life

A full-time Staffulty member serves as an Advisor who works with the same group of students for four years. Each Advisory group has eight students (on average). Advisors serve as a first point of contact and liaison between students/families and the school, and they act as an advocate on behalf of each Advisee. Advising responsibilities include the following:

- Meets with Advisees and families for conferences in August (prior to the start of school);
- Attends orientations and/or off-site class events (e.g. movie nights, overnights, retreats);
- For 9th grade Advisors, attends 9th grade conferences with Advisee, and parents/guardians;
- Meets once weekly with the Advisory group and meets individually with each advisee about once a month;
- Provides customized course advising for each student to ensure completion of graduation requirements with attention to individual goals while assuring every student is competitive for appropriate college options;
- Conferences with Advisees and (when necessary) communicates with their families at certain reporting intervals in the semester (quarter-term internal report, midterm and end-of-term, and/or when academic or social-emotional concerns arise);
- Works with teachers and school support staff (eg. Learning Services, Class Deans, School Counselors) to ensure Advisees' academic and social-emotional needs are addressed and met.

Required Professional Qualities/Abilities

- Strong counseling, organizational, analytical, and problem-solving skills;
- Excellent communication, both written and oral;
- Ability to operate in a fast paced, varied work environment that includes high volume responsibility and atypical or unpredictable hours and tasks;
- Strong cultural competency, sensitivity, and commitment to equity and belonging;
- Appreciation for and commitment to the mission and precepts of The Bay School;
- Ability to see the big picture and pay close attention to detail;
- Enthusiasm for working with teenagers within a school community;

- Ability to use and effectively employ technology to promote department efficiency, communication, and organization;
- Ability to build trust and work effectively with several constituencies (colleagues, students, parents, and community at large);
- Ability to receive and incorporate feedback;
- A lively sense of humor and strong work ethic is essential.

The Ideal Candidate

- Finds resonance with The Bay School mission, philosophy, and precepts;
- Shows evidence of continued commitment to anti-bias and equity work, and understands the social justice dimension of education;
- Commits to ongoing professional growth;
- Welcomes and learns from feedback;
- Values and incorporates mindfulness as a practice;
- Has a strong background in secondary school/college counseling, specifically within a high school setting;
- Possesses the ability to think quickly and manage multiple tasks;
- Highly punctual, efficient, and organized; able to think ahead;
- A team-player with a great sense of humor, coupled with a steadfast work ethic is essential.

Physical Requirements

- Ability to lift and carry 20 pounds;
- Ability to sit/stand for long periods of time;
- High frequency of viewing a computer monitor.

Work Environment

- Work is performed primarily indoors 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 campus has three separate buildings that are across the street from each other. Classrooms and offices are spread throughout all three buildings;
- The Bay School lunch service is provided by Acre Gourmet and is available to all employees and subsidized by the school. Staffulty eat lunch in shared dining room spaces with students, in their offices or in the Staffulty 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: **ADCC26**

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/C.V.;
3. Contact list of 3 references, at least one of whom must be a recent supervisor.