



JOB ANNOUNCEMENT: Associate Director of Learning Services

EMPLOYEE STATUS: 70% to 100% FTE, Exempt, Academic Year

REPORTS TO: Director of Learning Services

CLOSE WORKING RELATIONSHIP(S): Learning Services Team, Teaching Staff, Deans

WORK SCHEDULE: Monday-Friday, 8:00 AM - 5:00 PM

START DATE: July 2025

SALARY RANGE: \$105,000-\$127,000

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 (“staff”) 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 Staff 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 Associate Director of Learning Services plays an integral role in supporting students and faculty at the Bay School of San Francisco. This role is responsible primarily for coaching students and parents through the curriculum at Bay, as well as supporting them in securing and managing SAT and ACT accommodations, as well as proctoring SAT and ACT tests. The Associate Director of Learning Services also plays an important role in educating teachers about Learning Disabilities and Differences and supporting their work by being a resource for them.

Required Qualifications

EDUCATION:

- A master's degree in education with a concentration in special education, school psychology, and/or educational therapy is preferred.
- Candidates with a master's in other fields and related experience as a learning specialist or educational therapist will be considered.
- Candidates with an advanced degree who are working towards or taking classes in special education, school psychology, educational psychology, and/or educational therapy could also apply.

EXPERIENCE:

- Past experience supporting students with learning differences in an academic setting, preferably high school, for at least three years, five preferred.
- Strong understanding of learning differences and their interplay with the whole student.
- Knowledge of the College Board and ACT application and approval process necessary.

COMPUTER SKILLS:

- Experience with Google suite necessary.
- Assistive technology experience.
- Is adept with a variety of educational and office technologies.

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.

- Knowledge/familiarity of state and federal disability laws as they pertain to learning disabilities
- Ability to work some nights and weekends

Major Responsibilities

- Manages and supports a caseload of students across grades (somewhere between 40 and 60 students) with learning differences, meeting with each student throughout the year to review their progress; helps them understand their learning difference and their accommodations; and coaches them in self-advocacy, student skills, and executive functioning;

- Reads and interprets psychoeducational evaluations. Uses those evaluations to write student learning plans. Keeps detailed records of meetings with students and parents;
- Applies for and manages PSAT/NMSQT, SAT, and ACT accommodations for students. Communicates, keeps detailed records, and documents all steps of the process;
- Coordinates PSAT/NMSQT digital testing at Bay;
- Serves as a key collaborator with teachers, observing classes to learn about Bay's pedagogy and curricula and offering support, upon request, to teachers as they endeavor to support our students with learning differences;
- Contributes to the ongoing development of Bay's learning services systems, curriculum, and technology implementation plans;
- Attends (as necessary) SST (Student Support Team) meetings to discuss student concerns and contribute solutions, offer feedback/expertise to help develop approaches/practices that lead to policy and program development;
- Attends weekly team meetings with other LS staff to address student, school, and program needs;
- Represents the Bay School Learning Services team at Admissions events, informing prospective families about the learning support program;
- Participates in professional development opportunities at Bay and beyond;
- Proctors standardized tests as needed;
- The Associate Director, like her/his/their colleagues, has additional responsibilities to support our students and school, including but not limited to serving as a chaperone and admissions interviewer or file-reader.

Duties That May Be Shared or Divided

- Supports Director of Learning Services in developing programs for Bay PALS meetings;
- In coordination with the Learning Services team, provides support to the Admissions team in reviewing candidates with diagnosed Learning Disabilities to further understand their academic suitability for the school;
- Facilitates professional development workshops at Faculty Institute, school teaching seminars, and Bay PALS;
- Coordinates with Dean of Faculty and/or Academics on faculty needs for professional development;
- Works with the Director of Technology to determine which software programs may best support LS students. This may include piloting new programs, troubleshooting, and researching.

Required Professional Qualities/Abilities

- Strong organizational skills and communication, both written and oral;
- Strong cultural competency and commitment to equity and inclusion;
- Strong skills of supervision and management;
- Ability to see both the big picture and details;
- Ability to work effectively with several constituencies (employees, colleagues, students, parents, and community at large);
- Ability to receive and incorporate feedback;
- Ability to advocate for program within and outside of the school;
- Ability to use and effectively employ technology to promote department efficiency, communication and organization.

The Ideal Candidate

- Finds resonance with The Bay School mission, philosophy, and precepts;
- Has excellent written and oral communication skills;
- Demonstrates strong interpersonal skills including good judgment, and ability to develop and maintain effective and collaborative working relationships with the Bay School community while maintaining appropriate confidentiality;
- Demonstrates a high level of personal and professional integrity;
- Is trustworthy, discreet, and respectful in the handling of confidential or sensitive information;
- Demonstrates ability to initiate and complete multiple tasks on time with competing priorities and due dates. Solutions oriented, efficient, and able to work independently;
- Is a critical thinker with impeccable attention to detail;
- Is committed to anti-bias and equity work, both personally and professionally;
- Values mindfulness as a practice;
- Enjoys being in a high school community.

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.

Bay also offers a strong benefits package for long term employees working at least 60% FTE, for which this position qualifies.

If interested in the position, please review our website, then email *all* of the items below to jobs@bayschoolsf.org, subject line: **ADLS25**. 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.