



JOB ANNOUNCEMENT: Inclusion and Access Specialist & Program Director of Jump Start

EMPLOYEE STATUS: 100% FTE, Exempt, Full-Year

REPORTS TO: Dean of Student Life

WORK SCHEDULE: Monday-Friday, 8:00 AM- 5:00 PM (unless determined otherwise)

START DATE: May 27, 2025

SALARY RANGE: \$80,000-\$120,000 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 Inclusion and Access Specialist (IAS) advances The Bay School’s commitment to Diversity, Equity, and Belonging (DEB) by developing, articulating, and modeling a mission-aligned vision for inclusion and access. As the Director of the Jump Start Program, the IAS oversees its strategic development, implementation, and yearlong programming. The IAS collaborates closely with the Admissions, Advancement, and BFA offices, as well as Student Life, Advisors, Learning Services, Counseling, and Faculty, to support student success and family engagement. This role is integral to

ensuring that historically underrepresented students and families have equitable access to school resources, advocacy, and support networks.

Required Qualifications

EDUCATION: Bachelor's degree required; Master's degree in Education, Counseling, Social Work, or a related field preferred.

EXPERIENCE: Minimum 3-5 years of experience in DEB-related student support, admissions, or program leadership; Experience in a school setting is preferred.

COMPUTER SKILLS: Proficient in Google Suite (Docs, Sheets, Slides, Forms, and Drive), experience with learning management systems and student information system (Blackbaud, Canvas), familiarity with virtual platforms (Zoom), ability to navigate translation and accessibility tools, and comfort using or learning new digital platforms.

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

Student Support & Communication (25%)

- Partner with Class Deans and advisors to provide individualized support for students who may benefit from regular 1:1 meetings;
- Maintain regular communication with students and families regarding academic and social-emotional needs;
- Keep confidential records and share relevant insights with Class Deans and Student Support Teams;
- Audit course rosters and advisory lists to ensure diversity representation and prevent students from being isolated as the "only" in a group;
- Co-facilitate the Student Equity, Inclusion, and Diversity (SEID) Committee, strengthening DEB efforts to amplify student voices;
- Organize monthly open forums for student affinity groups, bringing key concerns and interests to the administration.

Jump Start/Admissions (20%)

- Oversee recruitment, selection, and support of the yearly Jump Start cohort;
- Manage and participate in the Jump Start Summer Institute and yearlong programming;
- Serve as a liaison between Jump Start students, their advisors, and the administration to ensure equitable access to academic and social resources;
- Deepen partnerships with Learning Services, Counseling, and Tutorpedia to support student success;

- Collaborate with Admissions to strengthen outreach and increase diversity in the applicant pool;
- Represent Jump Start at recruitment events, supporting families through the admissions process, FACTS applications, and translation/interpretation services;
- Build partnerships with Bay Area summer leadership programs to expand student opportunities.

Family Engagement & Resource Coordination (20%):

- Coordinate school-wide translation and interpretation services to ensure equitable access to information for events, conferences, and meetings;
- Provide individual consultation and connect families with appropriate resources and referrals;
- Partner with the Dean of Students to implement parent/guardian education programs and student support initiatives;
- Collaborate with the BFA and Advancement teams to foster a sense of belonging for all families;
- Maintain and manage a curated caseload of families requiring ongoing support, working closely with students, teachers, and advocates to ensure success;
- Support students and families through the college counseling process;
- Centralize student profile data to ensure first-generation students, students of color, and flex tuition students have access to available resources and opportunities;
- Plan and execute events and programs that increase engagement among historically underrepresented families, such as the Spanish-speaking Parent Group (MPG) and financial aid support workshops.

Community Outreach & Partnerships (15%)

- Strengthen relationships with external organizations (e.g., SMART, Next Generation Scholars, First Graduate) to support student recruitment and retention;
- Assist in managing the School-Based Tutoring Program, including student selection, communication with tutoring agencies, and scheduling;
- Collaborate with Student Life to maintain a database of community engagement and summer program opportunities.

Teaching & Curriculum Development (15%)

- Teach 2-3 sections of 9th-Grade Seminar in the fall and 2-3 sections in the spring;
- Participate in weekly curriculum meetings with the 9th-Grade Seminar course team;
- Teach or provide support in our Immersive Program.

General Support & School Engagement (10%)

- Serve as an advisor to a cohort of students, following them through all four years at Bay;
- Assist with Student Life responsibilities, including morning meetings and lunchtime management;
- Participate in flex monitor duties and immersive coverage as assigned;
- Support the Dean of Students in the execution of the broader DEB Strategic Plan as needed.

Required Professional Qualities/Abilities

- Strong background in student advocacy, restorative practices, and equity-driven programming;
- Experience managing programs that support historically underrepresented students and families;
- Bilingual or multilingual skills (especially Spanish) preferred but not required;
- Strong communication, facilitation, and interpersonal skills to engage diverse stakeholders;
- Excellent organizational and project management skills, with the ability to juggle multiple priorities;
- Deep commitment to diversity, equity, and belonging, with cultural competency and an understanding of identity and intersectionality;
- Knowledge of adolescent development and wellness, with a commitment to ongoing learning;
- Ability to navigate complex student, family, and school needs with empathy and clear boundaries;
- Collaborative and adaptable approach, responsive to the evolving nature of student support;
- Growth mindset, with openness to feedback and continuous improvement;
- Team-oriented, proactive, and solutions-focused, with a sense of humor and optimism.

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;
- Enjoys being in a high school community;
- Values and incorporates mindfulness as a practice.

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 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 and the work of this department requires frequent movement among these spaces. All buildings are ADA-compliant.
- 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: **Inclusion and Access Specialist 2025**

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.