



JOB ANNOUNCEMENT: Interim Athletic Director

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

REPORTS TO: Member of the Senior Administrative Leadership

DIRECT REPORTS: Associate Director of Athletics for Advancement, Assistant Director of Athletics & Basketball Program Coordinator, and Coaches

CLOSE WORKING RELATIONSHIPS: Student Life Office, Admissions, Development, and Marketing Communications department members

WORK SCHEDULE: Monday-Friday, 8:00 AM- 5:00 PM with the ability to work required events and competitions on weekends and evenings hours depending on athletics calendar

TERM OF WORK: July 1, 2025 (first day on campus July 7, 2025)

SALARY RANGE: \$120,000 - \$170,000

Bay also offers a strong benefits package for long-term employees working at least 60% 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 Interim Athletic Director will oversee a dynamic athletic and activities program that includes 27 sports teams and after-school physical education activities. Currently, the school offers varsity sports and a variety of competitive levels including varsity, junior varsity, and club levels. Approximately 70% of the student body participates in athletics and 30% in physical education activities. The Interim Athletic Director is responsible for the promotion of a positive, healthy and successful athletics and activities culture reflective of the Bay Precepts.

The Interim Athletic Director is a key school leader responsible for building and sustaining high quality athletic and activities programs that align with the Bay School's mission and precepts. The Interim Athletic Director will execute the vision for a mission-aligned physical education and competitive athletics programs at Bay. In support of that vision, the Athletics department members serve to educate the players, coaches, and community about Bay's educational philosophy in the context of physical education and athletics, and ensures that the philosophy is being upheld throughout the athletic program and school. The Athletic Director is also the spirit leader for all things athletics, helping to motivate, inspire, and celebrate coaches and student-athletes.

Required Qualifications

EDUCATION: Bachelor's degree required.

EXPERIENCE: Minimum of 3 years required, but 5 years preferred serving in a leadership position in an athletic office (e.g. Athletic Director, Associate Athletic Director), preferably at a high school. Experience working in a school environment is strongly preferred.

COMPUTER SKILLS: Proficiency in Google Suite/Microsoft office required.

CERTIFICATES & LICENSES: Valid California driver's license required.

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, and bloodborne pathogen training. Access to these mandatory trainings are provided and paid for by the school.

Major Responsibilities

- Leads the strategic vision and daily operations of the athletic department;

- Oversees and supports sports and activity programs, including but not limited to planning, scheduling, transportation logistics, budgeting, staffing, and communications;
- Supervises the Associate Athletics Director for Advancement and Assistant Athletic Director
- Hires, supervises, and evaluates coaches, fostering their professional growth and ensuring adherence to school policies and ethical standards;
- Ensures compliance with all league, section, and state regulations (e.g. CIF). Represents the Bay School in NCS affairs as required and works with Bay School colleagues and league officials around NCS playoffs;
- Develops and maintains strong relationships with student-athletes, activity participants, parents, coaches, faculty, staff, and broader school community;
- Proactively identifies, addresses, and resolves issues and concerns related to athletes, parents, and coaches in a timely and professional manner;
- Manages external partnerships that include Presidio Trust, YMCA, SF Parks and Recreation Dept, and St. Francis Yacht Club;
- Collaborates with Admissions, Development, and Marketing and Communications departments to promote the school's athletic program within the community and strengthen perceptions and engagement with prospective athletes and community members at admissions events.

Supervisory Responsibilities

- Promotes diversity and inclusivity, values diverse perspectives, and ensures that all team members feel included and respected;
- Reviews and keeps up-to-date on current employee handbook and all policies guiding the school's employment practices;
- Onboards new department members, establishing clear goals and orienting them to the department's team agreements, processes, and workflow;
- Demonstrates collaborative behavior and builds trust through regular 1:1 check-ins as well as full department meetings, fostering direct and open communication, supporting team members, celebrating successes, and resolving conflicts constructively;
- Holds annual review meetings with department members to discuss annual goals and plans for the upcoming employment agreement period.

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;

- Understanding of rules and regulations within conference and league;
- 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

- 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 40 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: **Interim Athletic Director**

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.