



JOB ANNOUNCEMENT: Interim Front Desk Coordinator

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

REPORTS TO: Director of Human Resources

WORK SCHEDULE: Monday-Friday, 8:00 AM- 4:30 PM

START DATE: March 16, 2026; anticipated six-month term of work minimum

SALARY RANGE: \$34 - \$39/hour; 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 Front Desk Coordinator is an integral part of the administrative support team. They bring a helpful, conscientious spirit to their work in all areas, whether it be data entry or warmly greeting students, staffulty, school families, and visitors to campus. The Front Desk Coordinator reports to the Director of HR, and provides support to administrators in a number of key administrative and functional areas.

Required Qualifications

EDUCATION: Bachelor's Degree and/or two to three years of previous experience in a relevant reception/administrative support role, preferably in a similar setting

COMPUTER SKILLS: Google Suite, Microsoft Office, and strong calendaring and task management skills

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

- Maintains a reliable and consistently attentive presence at the front desk, remaining vigilant and aware of security of the building and surrounding areas visible from the front desk;
- Greets and follows safety protocols regarding visitors;
- Serves as information hub for questions from current staff, families, and students;
- Maintains systems of record (SchoolPass, Orah, and MyBay) for Staffulty and student attendance and on-campus presence as well as visitor check-ins and departures;
- Handles student, family, and community members' elevated concerns, acting as the first point of contact when an emergency or crisis occurs in the area;
- Responds to telephone inquiries and directs incoming calls to appropriate personnel;
- Manages student attendance, overseeing the location of every student throughout the school day;
- Manages various school calendars;
- Manages internal room use and conference room reservations;
- Manages tutors, including intake of tutors and arranging meeting locations;
- Manages coordination and logistics of annual school portraits for students and Staffulty;
- Attends operations team meetings;
- Provides project support for the Emergency Preparedness Team;
- Provides project support for the CFOO and the Business Office as needed;
- Works with the Student Life/Counseling team to help direct students in crisis to the appropriate adult on campus;
- Serves as the main contact for the bus service vendor, and assists families participating in the bus program;
- Works with the schoolwide database, running reports and queries as needed, such as generating all emergency documentation for off-site field trips;
- Supports the student emergency and health form collection and review process;

- Works closely with facilities to ensure school safety at all times;
- Works closely with the Academic Operations Associate as well as the Director of Facilities to ensure cohesiveness in daily flow;
- Provides coverage of key daily responsibilities of the Academic Operations Associate in the event of their absence.

Required Professional Qualities/Abilities

- Strong organizational skills and communication, both written and oral;
- Welcoming, friendly presence and ability to remain calm under pressure;
- Strong cultural competency and commitment to equity and inclusion;
- 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 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;
- 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.
- Thrives when given varied tasks and projects;
- Possesses communication skills with the ability to think quickly and manage multiple tasks in a fast paced work environment;
- Highly punctual, efficient, and organized, with the ability to think ahead;
- Has experience with database applications and the ability to adapt to school-specific software;
- Has excellent oral, written, and cross-cultural communication skills;
- Has professional pride in administrative work and sees its importance to the strong functioning of an organization;
- Is able to maintain confidentiality, equanimity, and good humor with demands from multiple constituencies.

Physical Requirements

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

- 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.

Work Environment

- The noise level in the work environment is moderate to loud during school hours and usually quiet outside of school hours.
- This position maintains a physical presence at the front desk while school is in session, with coverage provided by other Staffuly for meetings, breaks, and lunch.

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: **IFDC26**

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.