



**JOB ANNOUNCEMENT:** Assistant Dean of Academics and Innovation

**EMPLOYEE STATUS:** 100% FTE, Exempt, Full-Year. This job includes teaching 3 courses per year (primarily in the semesters rather than the immersives).

**REPORTS TO:** Dean of Academics and Innovation

**WORK SCHEDULE:** Monday-Friday 8 AM- 5 PM with the ability to work occasional nights and weekends to support academic program events

**START DATE:** July 1, 2026

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, gender expression (SOGIE), ability 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**

A member of the Academic Office headed by the Dean of Academics and Innovation (DAI), the Assistant Dean of Academics and Innovation (ADAI) helps to develop and support Bay’s academic program while also teaching three-semester sections over the course of the school year. The ADAI oversees the planning for, advising, and scheduling around course selection and works closely with the Registrar to build the comprehensive schedule. In addition, the ADAI ensures students know and understand academic policies, provides logistical support for the 3-week academic terms (Immersives), and serves as a thought partner for the DAI. The ADAI also facilitates the academic committee of the School Life Committee which is a forum bringing student voices to the Academic Office. The ADAI has a close working relationship with the Academic Operations Manager/Registrar, Academic Committee

(department chairs), members of the Leadership Team, the Student Life Office, and the College Counseling department.

## **Key Responsibilities**

### **ACADEMIC PROGRAM**

- Reviews and revises the academic policy section of the Student and Family Handbook;
- With DAI, ensures that the academic program is aligned with the mission and stated goals;
- Researches and identifies metrics that can aid in the evaluation of student outcomes for the semester and Immersive courses;
- Serves on the Academic Committee;
- Leads and/or engages in Academic Office initiatives with other departments as well as through working groups and committees;
- Works with DAI and department chairs to determine course offerings for elective and Immersive slate for the upcoming school year;
- Collaborates with Academic Operations Manager/Registrar on the full school schedule of classes and student placement in those classes;
- Supports Academic Office events such as Advisor Conference day (August), Back To School Night (September), October Conferences for freshmen and transfer students, and placement testing for incoming students (April);
- Serves as point person for managing the UC course approval process for all new courses (Immersive and semester).

### **ACADEMIC ADVISING**

- Works with DAI, Student Life Office, and College Counseling to review advising process and create training for advisors around course selection process for students;
- Trains advisors on their role in academic advising;
- Works with Academic Operations Manager/Registrar to devise systems for student course planning and enrollment;
- Reviews student course requests in course selection process to ensure each student will meet graduation requirements;
- Works 1:1 with students who need advice on course planning, helping them make informed decisions about their academic pathways;
- Reviews transcripts of transfer students to ensure compliance with Bay School graduation requirements and works with DAI to create transfer students' academic pathways at Bay;
- Advises students and families seeking non-medical leaves of absence from Bay;
- Supports families in finding remediation and enrichment opportunities away from Bay.

## **IMMERSIVE SUPPORT**

- Provides logistical support for the Immersive terms such as assigning support people for course needs;
- Collaborates with all members of the Academic Office, including the Immersives Department Chair, to plan and implement all logistical aspects of the Immersive program.
- Supports Exhibition planning and execution (e.g. building schedule, creating print materials, organizing logistics of the day);
- As with semester courses, works closely with DAI and Immersive Department Chair to assess and evaluate the academic programs in Immersives.

## **TEACHING**

- Teaches three-semester courses per year in the department of the ADAI's expertise.

## **Required Qualifications**

**EDUCATION:** Bachelor's degree required, Master's degree preferred

**EXPERIENCE:** Has significant teaching experience (minimum 5 years)

**COMPUTER SKILLS:** Ability to manipulate and organize data in google sheets and utilize add-on tools, or a willingness to learn.

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

## **The Ideal Candidate**

- Finds resonance with The Bay School's 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 mindfulness as a practice;
- Has familiarity with The Bay School's academic program, philosophy, and school culture;
- Is highly organized, detail-oriented, has the ability to manage multiple projects, and communicates effectively with a variety of people;
- Enjoys collaborative work with a variety of adult and student constituents;
- Values both collegial collaboration and feedback as a means to improve their work and the systems with which they work;
- Is committed to ongoing anti-bias and equity work, both personally and professionally;

- Has demonstrated a commitment to understanding the student experience in the classroom;
- Has demonstrated an active interest in innovative approaches to both subject-specific and school-wide academic program development and assessment.

## **Physical Requirements**

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

## **Work Environment**

- 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 teachers may be asked to move among these spaces during the day. All buildings are ADA-compliant.
- The ADAI shares an office with the Academic Operations Manager/Registrar with the other members of the academic office in adjoining spaces.
- Teachers may teach in different classrooms in a semester and throughout the year.
- 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.

The ADAI position salary is based on a combination of years of secondary school teaching and relevant administrative experience. The faculty salary range for the 2025-26 school year is \$89,310 to \$153,837. Bay also offers a strong benefits package for long-term employees working at least 60% of full time.

If interested in the position, please review our website ([www.bayschoolsf.org](http://www.bayschoolsf.org)) to learn more about The Bay School, our curriculum, and our community. To apply for the Assistant Dean of Academics and Innovation, email all of the items below to: [jobs@bayschoolsf.org](mailto:jobs@bayschoolsf.org), subject line: **ADAI 26-27**. The first review of applications will include all those submitted by January 7, 2026; applications received after that date will be considered on a rolling basis until the position is filled.

1. Cover letter describing your interest in the position as well as how you anticipate contributing to Bay's Academic Office.
2. Resume/C.V.

3. A list of references—minimum of 3, including a current supervisor, departmental colleague, and colleague outside of your department.