



**JOB ANNOUNCEMENT:** School Counselor

**EMPLOYEE STATUS:** 60% FTE (24 hours/week), Non-Exempt, Academic Year

**REPORTS TO:** Dean of Student Life

**WORK SCHEDULE:** 8:00 AM- 4:00 PM (3 days of the week to be determined by Dean of Student Life)

**TERM OF WORK:** Start August 1, 2025, with Health & Wellness curriculum development course team meetings in June and/or July 2025 (schedule to be determined)

**SALARY RANGE:** \$54,000 - \$78,000 for the term of work at 60% FTE (equates to \$90,000 - \$130,000 for full Academic Year at Full Time)

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 focus of Bay's counseling office, consisting of two counselors, is to provide drop-in and short-term counseling for adolescents and to provide referrals for ongoing therapy outside of school. In addition, the counselor teaches a health and emotional wellness class to 10th graders 2x per week; the course covers a range of topics including sexual health, sexuality, and drug and alcohol awareness. The school counselors work closely with the Dean of Student Life, Health & Wellness Educator, Student Life office, Learning Specialists, and serve on the school's Student Support Team. The counselors can also expect to confer with parents/guardians and students' outside therapists with a signed release of information (ROI).

The position is part-time and approximately 24 hours a week. The exact schedule of those hours will be made in consultation with the Dean of Student Life. On-site hours will occur between 8 a.m. and 4 p.m., three days a week Monday-Friday, as the counselor will be providing counseling services to students as well as collaborating and communicating with other members of the counseling office. In addition, there are approximately 2-3 hours of self-scheduled phone calls/conferencing per week. One day (Wednesday) is designated as an overlap day to coincide with and for collaboration with the other part-time school counselor.

## **Required Qualifications**

**EDUCATION:** Master's degree in psychology, social work, or a related field, and background in public health or health education is a plus.

**EXPERIENCE:** Minimum of 4 years of experience as a school counselor and/or therapist, with a focus on adolescents and school-based mental health

**COMPUTER SKILLS:** Proficient in Google Suite

**CERTIFICATES & LICENSES:** Current California state licensure (e.g. LMFT, LPCC, LCSW, Psy. D., Ph. D., etc.)

**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**

### **Counseling Services**

- Provide short-term, solution-focused counseling to students and families seeking support;

- Offer referrals and coordinate access to outside mental health professionals and community-based resources, based on counselor assessment and family needs;
- Collaborate with Class Deans, the Dean of Student Life, and the Student Support Team (SST)—including learning specialists, the Academic Office, and Athletics—to support students' well-being and academic success;
- Maintain student support systems to promote mental health and emotional resilience;
- Manage and document counseling cases with professionalism and confidentiality, including follow-ups and case notes;
- Work closely with the Learning Services team to support neurodiverse students and those with diagnosed learning differences;
- Provide crisis intervention, including assessment and clinical support during emergencies (e.g., risk of harm to self or others, mandated reporting situations);
- Serve as a resource and consultant to faculty and administration around student mental health and well-being;
- Implement school-wide counseling protocols and ensure adherence to legal and ethical standards;
- With family and student consent, collaborate with outside medical and therapeutic providers to coordinate care;
- Offer staffulty training and consultation on topics related to mental health, identity development, and adolescent well-being.

### **Health Education & Wellness Programming**

- Teach sections of the 10th-grade *Choices* Health Education course in partnership with the Health & Wellness Educator;
- Collaborate with the Counseling and Student Life teams and Health & Wellness Educator to develop and deliver programming related to social-emotional learning (SEL), sexual health, and overall student wellness;
- Contribute to the design and facilitation of student wellness initiatives, which may include co-leading the Student Wellness and Advocacy Group (SWAG);
- Partner on parent/caregiver engagement efforts, including reimagining health education and offering consultation on adolescent wellness topics.

### **Required Professional Qualities/Abilities**

- Deep commitment to maintaining student and family confidentiality;
- Growth mindset with a desire to stay informed about current best practices, legal responsibilities, and ethical considerations in school counseling;
- Excellent written and verbal communication skills across a variety of audiences;

- Strong cultural competency with an understanding of and sensitivity to race/ethnic and gender identities, neurodiversity, and the needs of LGBTQ+ adolescents;
- Skillful in navigating challenging conversations with empathy and professionalism;
- Effective collaborator with the ability to thrive in a two-person counseling team;
- Big-picture thinker with a keen eye for detail;
- Technologically proficient and organized; able to manage scheduling, documentation, and digital communications efficiently;
- Preferred: Experience or training in mindfulness practices;
- Preferred: Bilingual or multilingual abilities.

### **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 sit and/or stand for extended periods;
- Must be able to move between buildings on campus; The Bay School is spread across three ADA-compliant buildings located across the street from each other.
- Regular movement throughout the school day is required, including walking between classrooms and offices.
- Frequent use of a computer, including prolonged periods of screen time;
- Office is located on the third floor with elevator access.

### **Work Environment**

- Work is primarily performed indoors, in a private office setting.
- The noise level can vary: moderate to loud during school hours, and generally quiet during non-instructional times.

- Lunch is provided by Acre Gourmet and is subsidized by the school. Employees may choose to eat in shared dining spaces with students, in the staff/faculty lounge (located on the fourth floor), or in individual offices.

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](mailto:jobs@bayschoolsf.org), subject line: **SchoolCounselor26**

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.