



JOB ANNOUNCEMENT: Senior Associate/Associate Director of Admission

EMPLOYEE STATUS: 100% FTE, Exempt, Full year

REPORTS TO: Chief Advancement & Enrollment Officer

WORK SCHEDULE: 8:00 AM- 5:00 PM with the ability to work occasional extended weekday hours, some nights, and some weekends depending on office needs

START DATE: July 1, 2026; First day on campus July 6, 2026

SALARY RANGE: \$110,000 - \$135,000 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 Sr. Associate/Associate Director of Admission supports the overall work of the Admissions Office and plays a key role in recruiting, enrolling, and welcoming a diverse and talented student body to The Bay School of San Francisco. This role

serves as a primary liaison between the Admissions Office and prospective students and families through email, phone, and in-person interactions.

The Sr. Associate/Associate Director works collaboratively with the admissions team to implement strategic recruitment and enrollment initiatives, guide families through the admissions and flexible tuition processes, and represent the school at both on-campus and off-campus events. This role requires strong interpersonal skills, cultural competency, and the ability to communicate the mission and distinctive educational experience of Bay to a wide range of audiences.

As a member of the admissions team, the Sr. Associate/Associate Director contributes to a welcoming and mission-aligned admissions process while helping to ensure the efficient operation of the office and the successful achievement of annual enrollment goals.

Required Qualifications

EDUCATION: Bachelor's degree required

EXPERIENCE: 4-6+ years of professional experience in admission, education or a related administrative role, preferably in a secondary school or higher education setting.

COMPUTER SKILLS: Proficiency with Google Workspace and experience working with CRM or admission databases preferred. Ability and willingness to learn and adapt to evolving technologies.

CERTIFICATES & LICENSES: A valid and clear California driver's license and the ability to drive self and/or students to functions away from campus.

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

Admissions Recruitment and Family Engagement

- Serves as a primary point of contact for prospective students and families, responding to inquiries via phone, email, and in person with warmth and professionalism;
- Guides prospective families through the admissions and flexible tuition processes, including tracking application completion and providing follow-up communication regarding required materials;
- Conducts interviews with prospective applicants and families;
- Leads campus tours and present to prospective families at information sessions and admissions events;
- Represents the school at admissions events, school fairs, middle school visits, and community outreach programs;

- Builds and maintain relationships with middle school administrators, counselors, access organizations, and community partners;
- Develops a deep knowledge of Bay's mission, academic program, and student experience in order to effectively communicate the value of a Bay education;
- Partners with marketing and communications to develop content and materials to support prospective student and family engagement.

Admissions Process and Evaluation

- Manages a caseload of applicant files and participate in the review and evaluation of applications;
- Reads and assess admissions files and contribute to admissions decision-making discussions;
- Assists with the collection and processing of enrollment and re-enrollment contracts;
- Monitors admissions process workflows to ensure timely completion of application materials and communications with families.

Admissions Events and Outreach

- Coordinates planning efforts and execution for admissions events such as open houses, student visit days, and community programs, including communication with families, event logistics, and follow-up;
- Recruits, trains, and coordinates parent and student ambassadors who support tours and admissions events;
- Represents the school at on-campus and off-campus student recruitment opportunities.

Collaboration and Community Engagement

- Collaborates closely with admissions colleagues to implement strategic recruitment and enrollment initiatives;
- Partners with faculty, staff, and student ambassadors to ensure a welcoming and authentic admissions experience for prospective families;
- Supports office projects and initiatives that improve the admissions process and enhance the prospective family experience;
- Maintains an active and visible presence within the school community;
- Supports schoolwide programs and activities such as flex blocks, field trips, Immersives, and community events as needed.

Major Shared Responsibilities

- Understands issues of diversity, equity, and belonging within an independent school context and works to strategically advance DEB in work and outcomes of the admissions team;

- Leads school tours and speak to groups of prospective students and families;
- Conducts interviews with prospective students;
- Liaises with middle school transition counselors, school officials, and access programs to advise them on placement for their students and families.

Required Professional Qualities/Abilities

- Demonstrates strong cultural competency and a commitment to equity and inclusion, with the ability to work effectively with colleagues and families who represent a broad range of backgrounds and experiences;
- Strong organizational and communication skills, both written and verbal;
- Ability to build meaningful relationships with students, families, colleagues, and community partners;
- Ability to see both the big picture and the details in supporting admissions and enrollment goals;
- Strong collaboration skills and the ability to work effectively with multiple constituencies across the school community;
- Ability to advocate for the school and communicate its mission and programs with authenticity and enthusiasm;
- Ability to use technology effectively to support communication, organization, and admissions operations;
- Ability to manage multiple priorities and maintain professionalism and composure in a fast-paced environment;
- Flexibility, creativity, and openness to feedback in a collaborative workplace;
- A strong team-oriented work ethic, positive attitude, and sense of humor;
- Promotes diversity and inclusivity, value diverse perspectives, and ensure 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;
- Demonstrates collaborative behavior and builds trust through regular 1:1 check-ins with the supervisor, as well as full department meetings, fostering direct and open communication, supporting team members, celebrating successes, and resolving conflicts constructively.

The Ideal Candidate

- Finds resonance with The Bay School's mission, philosophy, and precepts and enjoys being an active contributor to a vibrant high school community;
- 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;
- Thrives when given varied tasks and projects;

- Possesses the ability to think quickly and manage multiple tasks in a fast paced work environment;
- Highly punctual, efficient, and organized; able to think ahead;
- Has excellent oral, written, and cross-cultural communication skills;
- Values and incorporates mindfulness as a practice.

Physical Requirements

- Ability to lift and carry 40 pounds;
- Ability to sit/stand for long periods of time;
- High frequency of viewing a computer monitor;
- 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 around campus.

Work Environment

- Work is performed primarily in a shared office setting on campus;
- Varied times of arrival/departure dependent upon events (early mornings, late evenings, some weekends);
- 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: **SADA26**

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.