



JOB ANNOUNCEMENT: Humanities Teacher: Civics

REPORTS TO: Department Chair and Dean of Faculty

EMPLOYEE STATUS: 50% FTE, Exempt, Part-Time, Temporary (Semester Two only)

WORK TERM: December 11, 2023 through May 22, 2024 preparation and teaching

WORK SCHEDULE: A and B blocks which typically meet Monday mornings, Tuesday afternoons, and Thursday mornings. Some weeks will deviate from this typical schedule.

START DATE: January 25, 2024

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), 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.

We do not sponsor work visas.

Job Description

We are seeking a part-time teacher in Humanities with content specific expertise in Civics to teach two sections of a 10th-grade required Civics course. Bay’s Humanities department is an interdisciplinary department whose courses incorporate the teaching of writing, literature, social studies, art history, religion, and philosophy. Each semester-long class meets three times a week in a [rotating block schedule](#). Bay’s block schedule allows students to delve deeply into problem- and inquiry-based learning across all courses. Bay teachers have a strong commitment to innovative curricular design, collaboration, progressive pedagogy, and social justice--all in

service of student learning and growth. Teachers of our core courses have a common prep block and use it to work collaboratively in weekly required course team meetings to ensure alignment of curriculum and assessment among sections/teachers.

Required Qualifications

EDUCATION: B.A. required, M.A. preferred

EXPERIENCE: 1-3 years of teaching in the Humanities/Social Sciences preferred

COMPUTER SKILLS: Proficient in Google Suite and familiarity with PC and Mac platforms and LMS and SMS systems.

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 training is provided and paid for by the school.

Key Responsibilities

Teaching

In addition to class preparation and classroom teaching, all teachers are responsible for:

- Collaboratively designing curriculum and aligning curriculum with course teams, the department goals, and the school's mission;
- Designing skills-based formative and summative assessments; ● Grading student work and providing feedback in a timely manner; ● Communicating regularly with students, parents, guardians, and advisors regarding student progress;
- Having one-on-one student meetings during tutorial period or as needed when on campus;
- Attending course team meetings;
- Attending weekly staffulty or department meetings on Tuesday afternoons when applicable.

Community Support

All teaching staffulty are expected to support the well-being of our community and the growth of individual students. For this part-time position, this includes: ●

Attending Morning Meeting on days that the teacher has a morning class; ●
Monitoring a "Flex" block (study hall) one block per week each semester; ● Holding Tutorial at the end of the school day a minimum of two days a week.

The Ideal Candidate

- Finds resonance with The Bay School mission, philosophy, and precepts; ●
Dedicates themselves to anti-bias and equity work and understands the social justice dimensions of education;

- Commits to ongoing professional growth;
- Welcomes and learns from feedback;
- Enjoys being in a high school community;
- Values mindfulness as a practice;
- Is comfortable teaching skills-based courses, whether core interdisciplinary courses for grades 9-11 or humanities electives for grades 11-12;
- Values individual learning profiles by teaching in multiple modalities and offering differentiated instruction;
- Employs and is excited by student-centered teaching strategies (project-based, place-based, problem-based, and experiential learning);
- Has experience teaching secondary education and brings a diversity of teaching and life experiences to their work;
- Values collaboration, teamwork, and feedback as a part of professional growth;
- Commits to innovation, professional development, and reinvention;
- Is curious and resourceful;
- Enjoys working with and inspiring high-school learners in all areas of school life.

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.
- Teacher offices are shared spaces, typically with three other teachers. Teachers are assigned office spaces to intentionally mix the disciplines of the inhabitants.
- Teachers may teach in different classrooms 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.

Salary is based on years of secondary school work or relevant experience. The part-time faculty salary range for this position is \$18,819 to \$31,156.

Please review our website (www.bayschoolsf.org) to familiarize yourself with our school, the humanities curriculum, and our community. If interested in the position, please send all items below to jobs@bayschoolsf.org, subject line: **Civics. The deadline for applications is December 1, 2023.**

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