



## Full-Time Teaching Staff

**REPORTS TO:** Dean of Faculty & Department Chair

### WORK SCHEDULE:

- Mondays/Wednesdays: from 8:25am to 3:40pm
- Tuesday: from 8:25am to 4:30pm (including after-school meetings)
- Thursday: from 8:25am to 3:20pm
- Friday: from 8:25am to 2:30pm

*(see School and Community Engagement section below for details)*

### Scope

Teaching Staff members have several roles within The Bay School community:

- Classroom Teaching
- Advising and Student Life
- School and Community Engagement

All of these roles are essential to support the well-being of our community, which in turn supports student learning and growth.

### Classroom Teaching

A full-time Teaching Staff member designs/revises curricula, prepares daily lessons and assignments/assessments, and promptly tracks student progress to facilitate each student's growth. This is done collaboratively within departmental course teams for core (required) and co-taught immersive courses and individually for elective courses. Full-time Teaching Staff teach nine courses per year, typically four courses per semester and one Immersive (one three-week experiential course, prepared for a minimum of six hours/day in January or May/June). Depending on staffing needs and teacher interest, a full-time teacher may be able to allocate their nine courses to include two Immersives and seven semester-long courses.

A semester class meets three times per week. Bay has a rotating [six-block schedule](#) in which each class meets three times per week (two 75-minute periods and one 90-minute period). At times, this schedule shifts to accommodate holidays, professional development and community events. Full-time teachers have two non-class blocks in the semester schedule (six blocks per week). Teachers may be assigned one flex- or sub-coverage block and will have

collaborative course team meetings in these non-teaching blocks. Teachers use the remainder of the non-teaching blocks for prep, other meetings, or a break.

If during an immersive term they are *not* teaching, Bay expects teachers to engage in professional development that enhances their teaching practice, plan their next Immersive, and provide on-site Immersive support for at least one day. All Teaching Staffulty must attend and may be assigned duties for the Immersive Exhibition on the final day of each Immersive term.

## **Preparation and classroom teaching include:**

- **Curriculum and Lesson Design:** A Teaching Staffulty member designs, plans, and implements curriculum lessons and generates assignments/assessments that align with the school and department's curricular philosophy and goals, which includes preparing the following:
  - **Course curriculum that contains:**
    - mission-aligned topics (content) through the overarching course and unit goals;
    - essential questions for the course and each unit
    - clearly articulated skill and content outcomes;
    - formative and summative assessments that determine student progress in relation to the learning goals.
  - **Lessons that demonstrate:**
    - clear objectives and purpose;
    - procedures/processes for demonstrating learning and understanding;
    - differentiated strategies/pedagogies to reach all learners;
    - transfer tasks that allow students to apply their knowledge to new contexts.
  - **Assignments that demonstrate:**
    - clearly articulated and appropriately scaffolded instructions and expectations for all assignments and areas to be assessed (e.g., class participation, final product expectations);
    - assessment on all areas of student work;
    - an understanding of the school's guidelines for homework/homework policies.
  - **Grading of student work that provides** regular, timely feedback to students on their learning that supports the varied learning cycles and styles of their students.
- **Collaboration:** Each Teaching Staffulty member works collaboratively with colleagues to design curriculum and plan and implement lessons for classes with course teams (i.e., core or required courses). The minimum expectation for collaboration is to meet at least an hour a week per course team. Course teams calibrate and align their grading and

grading schemes across sections and coordinate lessons similar in content, scope, and sequence. Course teams use common summative assessments, align assignments both in quantity and grade value, and align their assessments to occur within the same week.

- **Communication:** A Teaching Staffulty member works with students and their families to support student learning and growth in the following ways:
  - Communicating with students, their parents, students' advisors, and, if applicable, learning services regarding the student's progress (e.g. quarter-term internal reporting, midterm narratives, report cards, formative and summative assessments);
  - Providing timely feedback on student work, both graded and ungraded;
  - Maintaining a grade book in Canvas that is kept up to date with graded student work;
  - Being available for one-on-one student meetings during the tutorial period, and on occasion, outside of that time period.
  - A teaching staff member plans and implements curriculum lessons, assignments, and assessments that align philosophically with the mission and goals of the school and department.

## **Advising and Student Life**

A full-time Teaching Staffulty member serves as an Advisor who works with the same group of students for four years. Each Advisory group has eight students (on average). Advisors serve as the first point of contact and liaison between students/families and the school, and they act as an advocate on behalf of each advisee. Advising responsibilities include the following:

- Meeting with Advisees and families for conferences in August before the start of the academic year);
- Attending orientations and off-site class events (e.g., movie nights, overnights, retreats);
- Serving as a chaperone at evening social events (at least one each school year, 2-4 hours);
- For 9th-grade Advisors, attending October conferences with their Advisees and parents/guardians;
- Meeting once weekly with the Advisory cohort and meeting individually with each advisee about once a month;
- Conferencing with advisees and (when necessary) communicating with their families at certain reporting intervals in the semester (quarter-term internal report, midterm, and end-of-term, when academic or social-emotional concerns arise);
- Working with teachers and school support staff (eg, Learning Services, Class Deans, School Counselors) to address and meet their Advisees' academic and social-emotional needs.

## **School and Community Engagement**

As a highly relational, community-focused organization, the well-being and safety of the individual student and the community are predicated on Staffulty being in and out of classrooms throughout the day. Teaching Staffulty are expected to be on campus from 8:25 am until the end of the school day (variable) and once a week from 8:25 am-to 4:30 pm for planned Staffulty/school meetings. Additionally, teachers may occasionally have longer meeting days, for example, on orientations (both for Staffulty and students) and advisory meeting days. The presence and awareness of all daily activities is a community effort and being on campus during these hours are essential to the safety of the students and the community.

Because The Bay School values community engagement, Teaching Staffulty members also assume the following roles:

- Participating as a committee or task force member, where and when applicable (e.g. Diversity, Equity, Inclusion, and Belonging Committee, Schedule Committee);
- Serving as an Admissions ambassador, through one or more of the following: presenting at Admissions Open Houses; serving as an Admissions interviewer, a panelist at our Diversity, Equity, and Inclusion evening presentations, and/or attending evening Admissions receptions or other admissions duties as assigned
- Monitoring a weekly “flex” (study hall, 60 minutes per week during semesters only) or having an assigned weekly block for sub coverage;
- Being available to students for help during the tutorial period (Monday/Wednesday from 3:05-3:30 pm and Tuesday/Thursday from 2:15 to 2:45) and, on occasion, during open blocks;
- Providing substitute coverage and taking attendance for absent colleagues. This work is done voluntarily,, and Staffulty are paid the current substitute teacher rate for full classes covered.
- Attending all:
  - Morning Meetings (25 minutes, 3 times per week during semesters);
  - All-Staffulty or departmental meetings (Thursday afternoons, 1.25 hours after school);
  - Opening Days in August (2-3 days of opening meetings for the school year), mid-year (January, 1-2 days of opening meetings) and year-end meetings (one day in the week after semester 2 ends);
  - School committee meetings;
  - School gatherings like Bay Day, field days, and special assemblies;
  - Other responsibilities the Head of School may request from time to time.
- Communicating in a timely and professional manner with colleagues, parents, and students;
- Helping to ensure student and staff safety during an emergency or emergency drills;
- Serving as a club sponsor, if asked by students;

- Following all school policies as outlined in the Academic and Employee Handbook, for example, signing in using SchoolPass and completing all mandatory testing and training.

## **Growth and Evaluation**

Bay asks that each member of its community seek to cultivate a growth mindset. That means taking opportunities to get feedback, reflect, learn new things, innovate, and refine. We see this as an ongoing practice not limited to the academic year. Every member of the Staffulty will meet with their department head to discuss their individualized annual growth goals, which must, in some way, be equity-promoting. The Dean of Faculty and the Department Chair will work with the teacher to determine which professional development opportunities can support these goals. Bay provides professional development for Teaching Staffulty in the form of in-house teaching seminars, support to attend off-site conferences or workshops, and one-to-one coaching from instructional coaches, department chairs, and deans. Bay has an open-door policy, meaning that we encourage all members of the Bay Staffulty to drop into classes in order to learn from one another. We also believe that the collaboration in course teams is in itself a form of professional development.

Each Teaching Staffulty member will be observed in their first year at Bay by the Dean of Faculty and their Department Chair, and at regular intervals over the course of their tenure at Bay.

Teachers who have difficulty meeting standards of [effective teaching](#) will be offered coaching and support and may be put on a time-bound improvement plan.

## **Required Qualifications**

**EDUCATION:** Dependent on position.

**EXPERIENCE:** Dependent on position.

**COMPUTER SKILLS:** Proficient in Google Suite and familiarity with PC and Mac platforms as well as 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, workplace violence prevention training, and bloodborne pathogen training. Access to these mandatory training sessions is provided and paid for by the school.

## **Physical Requirements**

- Ability to move between three campus buildings. All buildings are ADA-compliant;
- Ability to sit/stand for long periods of time;
- High frequency of viewing a computer monitor.

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

**All employees of The Bay School of San Francisco are required to abide by the policies outlined in the Employee Handbook and other policies and procedures of the school, such as signing in using SchoolPass upon arrival to campus, notifying their supervisor if they will be tardy or absent, and participating in emergency drills.**

[January 2026]