



JOB ANNOUNCEMENT: Academic & Athletic Program Intern

EMPLOYEE STATUS: 100% FTE, Non-Exempt, 10 month, Non-Renewable

REPORTS TO: Dean of Academics and Innovation and Director of Athletics

WORK SCHEDULE: Typical schedule Monday-Friday, 8:00 AM- 5:00 PM, hours may vary for athletics events, schedule will shift to stay at 40 hours per week.

START DATE: August 8, 2024

SALARY RANGE: Hourly rate of \$35.78, ~ \$62,000 for the 10-month period. 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 Bay School offers a paid internship for an individual who has an interest in working in an independent school but is not yet sure in what area/department. This internship focuses on both academics and student life, including athletics. The intern must be willing to support a variety of school needs. In the 24-25 academic year, this includes supporting the following programs: academics, athletics and, to a smaller extent, student life (see below for examples). The intern will also receive exposure to classroom teaching by serving as a Teacher's Assistant (TA) in a core course,

engaging with the course team and observing them teach. In their capacity as a TA, the intern will not be the instructor of record but will have the opportunity to teach portions of the class/course under the supervision of a Bay teacher. The intern will also be assigned a mentor.

The intern's responsibilities will be determined weekly by the Academic Office in consultation with the Director of Athletics. Within the intern's schedule, priority will be given to the athletic and academic support roles which, at times, may limit the hours available for the TA role.

Required Qualifications

EDUCATION: Bachelor's degree.

EXPERIENCE: Experience in an independent school setting, a plus. Experience with leadership roles, teaching and/or coaching at the high school level preferred.

COMPUTER SKILLS: Computer and technical skills in Google Suite Products.

CERTIFICATES & LICENSES: 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.

Major Responsibilities

Academic Support (Approximately 10 hours per week)

- Acts as the primary person for same-day sub coverages (up to 4 classes per week);
- Acts as a "flex" monitor twice per week for a 60 min period;
- Supports the science department with lab and lab equipment management.

Athletics (Approximately 15 hours per week)

- Monitors attendance for activity classes after school and/or works home games (i.e. set up for the game, act as the scorer for the game and clean up after the game);
- Transports athletes to/from athletic events by driving school vans or chaperoning teams on chartered buses as needed;
- Provides sub coverage for activities instructors and coaches as needed;
- Assists with Sports Nights/Senior Nights or other events as needed;
- Attends athletics and other school events and is a visible and engaged community member;
- Meets with the Director of Athletics weekly to review performance/departmental needs;
- Supports the athletic department with uniform and equipment management.

Teacher's Assistant (Approximately 15 hours per week)

- Attends course team meetings throughout the week for the designated core course each semester;
- Attends at least 2 classes of the core course per week. Observes lead teachers, focusing on pedagogical approaches, classroom management techniques and student interactions;
- Coordinates with teachers (of classes beyond the core course assigned) to schedule classroom observations in order to experience teaching in a variety of disciplines (a minimum of one observation per month);
- Offers tutorial in the core course during tutorial periods (schedule TBD);
- Attends Teaching Seminars when not committed to another after school activity;
- Meets with mentor and Dean of Academics and Innovation each once per month to debrief/review takeaways/ask questions regarding teaching.

Other Responsibilities (to be determined with supervisor)

- Supports student life office when needed with chaperone duties, transportation and/or overnight events;
- Serves as a club leader;
- Serves on committees;
- Acts as an admissions interviewer;
- Serves as a co-advisor.

Required Professional Qualities/Abilities

- Strong organizational skills and communication, both written and oral;
- Strong cultural competency and commitment to equity and inclusion;
- Ability to see both the big picture and details;
- Ability to work effectively with several constituencies (employees, colleagues, students, parents, and community at large);
- Ability to receive and incorporate feedback;
- Ability to use and effectively employ technology to promote department efficiency, communication and organization.

The Ideal Candidate

- Finds resonance with The Bay School 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 and incorporates mindfulness as a practice.

Physical Requirements

- Ability to lift and carry 40 pounds;

- Ability to sit/stand for long periods of time;
- Ability to engage with high school age students for extended periods of time;
- High frequency of viewing a computer monitor.

Work Environment

- Work is performed in classrooms, office spaces, and in athletic facilities;
- 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 among these spaces. All buildings are ADA-compliant;
- The noise level in the work environment is moderate to loud during school hours and very loud during sporting events;
- 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: jobs@bayschoolsf.org, subject line: **AAPI 24/25**

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.