



JOB ANNOUNCEMENT: Assistant Director of College Counseling

EMPLOYEE STATUS: 100%, Exempt, Academic (11 month)

REPORTS TO: Director of College Counseling

WORK SCHEDULE: 8:30 AM- 4:00 PM. Must be available for weekends and evenings.

START DATE: July 2025

SALARY RANGE: \$85,000 - \$110,000

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 Assistant Director of College Counseling is an integral part of the college counseling team who provides a process that is holistic in nature and focuses the college search process on individual fit. The Assistant Director works closely and collaboratively with colleagues in the College Counseling Office to develop and implement thoughtful, effective college counseling strategies, innovative programming and best practices in the context of The Bay School. The Assistant Director provides a framework and guidance to the members of each year’s graduating class through the transition to post-secondary education.

Required Qualifications:

EDUCATION: Bachelor's degree.

EXPERIENCE: At least 2 years experience working in selective college admission and/or independent school-based college counseling. Knowledge of admission trends and policies, financial aid, and individual colleges.

COMPUTER SKILLS: Proficiency with information technology including Google apps, Canvas and SCOIR.

CERTIFICATES & LICENSES: Clear and valid California driver's license.

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

- Serves as a point person for all students and parents who have questions about the college counseling process;
- Maintains a personalized approach to college counseling that is informed through Bay's mission and precepts, reinforcing the "fit" in the college process and making recommendations of colleges of interest and assist students in developing a thoughtful and well-balanced list;
- Co-teaches a weekly college counseling course;
- Educates families about college, the admissions process, trends, procedures, financial aid and testing;
- Assists in coordinating and presenting at college information programs/events for students and parents;
- Writes a comprehensive school recommendation letter for assigned students in the senior class;
- Works collaboratively as a member of a high-functioning team and completes administrative tasks as needed (i.e. sending application documents, scheduling college representative visits, responding to voicemails and emails within 24 hours, etc.)
- Participates in weekly College Counseling Office meetings;
- Meets with college representatives who visit The Bay School;
- Cultivates relationships and serves as a liaison with college admissions officers throughout the academic year;
- Engages and is involved in professional organizations for personal development and to raise the profile of The Bay School;
- Visits colleges and universities throughout the academic year and attends national and regional conferences and meetings.

Advising and Student Life

This position also 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 a 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:

- Meets with Advisees and families for conferences in August (prior to the start of school);
- Attends orientations and/or off-site class events (eg. movie nights, overnights, retreats)
- 9th grade Advisors attend October conferences with Advisee, and parents/guardians;
- Meets once weekly with the Advisory group and meeting individually with each advisee about once a month;
- Holds conferences 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, and/or when academic or social-emotional concerns arise);
- Works with teachers and school support staff (eg. Learning Services, Class Deans, School Counselors) to ensure Advisees' academic and social-emotional needs are addressed and met.

Required Professional Qualities/Abilities

- Strong organizational skills and communication, both written and oral;
- Strong cultural competency and commitment to equity and inclusion;
- Appreciation for and commitment to the mission and precepts of The Bay School;
- 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;
- Understanding of rules and regulations within member organizations;
- Ability to advocate for program within and outside of the school;
- Ability to use and effectively employ technology to promote department efficiency, communication and organization;
- Enthusiasm for working with teenagers within a school community;
- Lively sense of humor.

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 20 pounds;
- Ability to sit/stand for long periods of time;
- High frequency of viewing a computer monitor.

Work Environment

- Work is performed primarily indoors and in a shared office setting.
- The noise level in the work environment is moderate to loud during school hours and usually quiet outside of school hours.
- 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. All buildings are ADA compliant.
- 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: **ADCC25**

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.