



JOB ANNOUNCEMENT:

The Bay School of San Francisco

100% FTE, Dean of Academics and Innovation, start July 2018

Located in the Presidio of San Francisco, The Bay School is an independent, college preparatory high school committed to providing its students with a challenging, innovative curriculum and a collaborative, supportive community. Our flexible, open-minded faculty and staff members foster and model curiosity, critical thinking, intentionality, good humor, and respect for diversity. As co-builders of an innovative high school, they contribute to a positive community. Our campus also serves as headquarters for the CATDC (California Teachers Development Collaborative).

The Bay School does not discriminate on the basis of sogle (sexual orientation/gender identity expression), race, color, religion, ethnicity, national origin, ancestry, age, or any other characteristic protected by law. We are committed to having a faculty, staff, 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.

Dean of Academics and Innovation

We seek a highly collaborative, forward-thinking leader to join Bay's senior leadership team. From the School's launch 14 years ago, Bay continues to develop impactful and cutting-edge programming. The Dean of Academics and Innovation is responsible for overseeing academic structures and systems, for maintaining the scope and alignment of curriculum, and for advancing and supporting the school's mission as a center of educational innovation. The Dean will nurture high standards of academics in a collaborative teaching culture that supports Bay's mission and philosophy.

The Dean of Academics and Innovation reports to the Head of School and serves on the School's Education Leadership Team. The Dean supervises a dedicated, engaged group of Department Chairs, the Director of Learning Services, the Registrar, and other academic staff.

Key Responsibilities:

The Dean of Academics and Innovation's role is broad and requires a highly collaborative, process-oriented skill set. Primary responsibilities fall into three major categories: school leadership, academic affairs management, and innovation.

Examples of the responsibilities in each category are listed below but do not represent the full scope of the Dean's work.

School Leadership:

- Serves as the school's academic leader, responsible for aligning the school's academic programs, practices, and outcomes with school mission, philosophy, and values.
- Co-leads and convenes the Academic Committee in partnership with the Dean of Faculty, engaging departmental leaders in the oversight of the school's academic program and in reflecting on the big-picture opportunities and challenges within education.
- Shares Bay's distinctive work in academic programming and innovation at admissions and other public or internal events, both during the day and evening.
- As a member of the Education Leadership Team, actively contributes to the ongoing shaping and supporting of Bay culture and community.

Academic Affairs Management:

- Partners with the Head of School, academic leadership and staff, and academic department chairs in developing and implementing operational and strategic plans for programmatic review and innovation.
- Ensures the vertical and horizontal alignment of the curriculum and fidelity in assessing and measuring student achievement across departments and school-wide.
- Provides an academic voice and perspective to the Student Support Team in partnership with academic department staff.
- Partners with academic department staff to facilitate robust academic advising, the course enrollment and scheduling process, the preparation of the master schedule and academic calendar, the alignment of graduation requirements, and the reporting of student progress.

Innovation:

- Shepherds a culture of innovation through visioning, serving as a thought-partner to faculty, and modeling effective processes and practices.
- Oversees and co-directs the Immersives program implementation, including ongoing assessment and refinement of programming.
- With the Director of Partnerships manages and nurtures productive relationships with external organizations pertaining to program development and innovation.
- Serves as Site Director for school's work with the Mastery Transcript Consortium.

The Ideal Candidate:

- Finds resonance with The Bay School mission, philosophy, and precepts.
- Enjoys working with and inspiring high school learners in all areas of school life.
- Exudes passion for the craft and profession of teaching as well as for innovation in education.
- Thinks strategically and creatively, speaks authentically, and acts compassionately.
- Possesses highly effective communication skills and strong cultural competencies.
- Has participated in and led groups through effective organizational change and growth.

- Seeks collegial collaboration, and values feedback and self-reflection as a means to improve both the institution and one's self.
- Understands the value a mindfulness practice can have on teaching and learning.
- Dedicates oneself to anti-bias and equity work, and understands both culturally responsive pedagogy and the social justice dimensions of education.
- Demonstrates knowledge of the key trends in teaching and learning for the 21st century.
- Brings significant experience in a variety of classroom and educational environments, including:
 - working with a range of students, including those with learning differences;
 - thinking broadly and innovatively about curriculum and pedagogy, including interdisciplinary and project-based learning;
 - weaving cultural competencies, ethics, and character education into programming;
 - using diverse pedagogies and educational technologies; and
 - proven leadership abilities.
- Possesses a related advanced degree in one's subject area, teaching and learning, or educational leadership.

The school offers a salary commensurate with experience and a highly competitive benefits package.

If interested in the position, please email all of the items below to: Katie Koene, Assistant to the Head of School at: kkoene@bayschoolsf.org, subject line: **DAI**

- 1) Cover letter describing your interest in the position as well as how you anticipate contributing to The Bay School of San Francisco
- 2) Resume/C.V.
- 3) List of references, including at least one supervisor, peer, and supervisee