



## THE BAY SCHOOL OF SAN FRANCISCO

### *IT Manager*

#### SUMMARY

**Location** | San Francisco, CA

**Post Date** | February 10, 2022

**Application Deadline** | March 13, 2022 at 5pm PDT

**On-site Final Round** | Week of April 4

**Decision Announced** | April 22, 2022

**Start Date** | July 1, 2022, or earlier by mutual agreement

**Reports To** | Chief Financial and Operations Officer





## SUMMARY

As the only U.S. high school in a national park, The Bay School of San Francisco is genuinely uncommon. Bay's students delve deeply into complex, real-world issues and creative endeavors. Faculty connect with their students in small classes and as advisors, coaches, and mentors for clubs and affinity groups. Bay's facilities, schedule, and curriculum are all designed for multidisciplinary and experiential learning, with long class blocks, two Immersive terms per year, and capstone Senior Signature Projects that are hundreds of hours in the making. Throughout it all, Bay's intent is to create a community in which diversity, equity, and belonging can truly be found by all.

Technology is an important through line at Bay. The small but mighty IT department supports students, faculty, and staff via data services, help desk support, and infrastructure deployment and management. Reporting to the CFOO, the IT manager oversees two full-time technology professionals. Working in partnership with the department are an educational technology integrator who reports to the dean of academics and innovation, a robust technology club comprising approximately one dozen dedicated student volunteers, and various external IT companies to provide external support. Bay seeks a capable and experienced technology professional to lead the department as a hands-on manager, while also actively contributing to collaborative, long-range planning initiatives. The ideal candidate is communicative and relationship driven and appreciates the importance of human relationships. This position starts July 1, 2022, or earlier by mutual agreement.

## MISSION

At The Bay School, we balance challenging academics and innovative thinking with a mindful approach to learning and life. Our goal is to see students unlock their individual and collective potential so they begin to realize their roles in a dynamic world.





## MISSION IN ACTION

### *At The Bay School, we balance challenging academics and innovative thinking...*

We cultivate intellectual entrepreneurs. We design our curriculum to enable students to take ownership of their learning in an environment of high academic expectations. Students critically evaluate nuanced ideas from multiple perspectives and generate meaning for themselves. They craft creative solutions to real-world problems and come to understand their ability to effect meaningful change.



### *...with a mindful approach to learning and life.*

We see the challenges of adolescence as critical catalysts for personal growth. We teach students habits of reflection and discernment that enable them to navigate those challenges and discover who they are. Our students learn to think carefully and act deliberately, while considering the experiences and perspectives of others. The practice of mindfulness permeates all aspects of school life, fostering a thoughtful and cohesive community.

### *Our goal is to see students unlock their individual and collective potential...*

We challenge students to take risks. Our students learn to respond to setbacks gracefully, knowing that failure is often a step in the direction of success. They gain confidence in their own abilities and appreciate the value and richness of collective effort. Increasing levels of academic and personal autonomy enable students to discover their passions, pursue their interests, and test their limits.



### *...so they begin to realize their roles in a dynamic world.*

Because Bay understands that life doesn't come with a syllabus, we instill students with the courage and good humor necessary to flourish in an unpredictable world. Looking beyond the walls of the school, our students develop an emerging sense of their own purpose in order to become engaged global citizens



## A UNIQUE HOME FOR A UNIQUE SCHOOL

The Bay School sits on Ohlone land (the wider Ohlone group included more than 50 individual tribes). Evidence for indigenous communities here reaches back thousands of years, and this particular area was part of a network that included villages of the Coast Miwok, Bay Miwok, Pomo, Wappo, and other tribes to the north, east, and south. Although painfully diminished by centuries of colonization, these cultures and languages remain present throughout the Bay Area. Bay is the only high school in a national park.

In 1776, the Presidio's long history as a military outpost began with the Spanish incursion and ended with its decommissioning by the US military in 1994, when it was transferred to the National Park Service. Built in 1912 as army barracks, our main building offers 62,000 square feet and is a national historic landmark. It also once served as the home of the military's School for Cooks and Bakers. The building was restored to create the ideal home for Bay's innovative program and has received numerous architectural and environmental awards for its LEED-certified design.



The history, natural features, and surrounding businesses of the Presidio provide an extended classroom and a deep well for discovery by our students. Our building and outdoor spaces are purposefully designed to bring us together. These include our Great Room, where we gather for Morning Meeting, our dining hall, and our courtyard. We are fortunate to be part of the vibrant Presidio community, which includes businesses, nonprofits, and foundations focused on the environment, arts and culture, science, technology, and global issues. Adjacent to the main building, the Bengier Project Center provides a carpentry and machine shop, additional art studio space, and the headquarters for our Senior Signature Projects program. And last year, Bay began a 6,000 square foot expansion and renovation project to add five classrooms, collaboration spaces, and more.



# DIVERSITY, EQUITY, AND BELONGING

## DEI STATEMENT ADOPTED ON FEBRUARY 1, 2018

At Bay, diversity, equity, and inclusion are mission-critical principles that are foundational to academic achievement, healthy individual development, and principled civic engagement.

**Diversity:** We embrace the truth that the diversity of our lived experiences, varied ideas and perspectives, and intersecting identities enrich us as individuals and as a community.

**Equity:** We commit to practices that question and dismantle obstacles to achieving educational potential, and that address cultural and institutional biases and discrimination. We strive to support the unique experiences of students, families, and staff.

**Inclusion:** We work, as a community, to ensure all of our members enjoy mutual respect, are valued for who they are, and share a sense of belonging.



## COMMITMENT TO PRACTICE

We enact these principles in our practices. Our students will have the skills, knowledge, and abilities to examine unquestioned assumptions about the world and self, to listen and engage with respect and empathy, and to make a meaningful impact in their communities and the world. We acknowledge that our practices are dynamic and that the work of building a diverse, equitable, and inclusive community is—and always should be—an ongoing process. Bay encourages its staff and students to tackle issues of social justice and equity, and to do the work required to advance the human condition. Creating a community that fosters true belonging takes hard work and a certain comfort with discomfort, and we seek to ensure that our students have the skills and knowledge to examine unquestioned assumptions about the world and self, to listen and engage with respect and empathy, and to make a meaningful impact in their communities and the world. The work of building a diverse, equitable community where all belong is—and always should be—an ongoing process, so our practices are not stagnant.



## THE BAY SCHOOL PRECEPTS

The Precepts were developed to inform both our individual and community choices. They are not rules, but rather aspirations: we believe that honoring the precepts in our daily lives allows us to develop strong, healthy relationships with ourselves and our communities. The Bay School Precepts live in our classrooms, in the artwork on our walls, and especially in Morning Meeting, where individuals—students and teachers alike—share how they have applied, struggled with, or found profound meaning in them. They are part of what makes The Bay School a unique learning community.

- We value **living with kindness and honesty**; we are careful truth-tellers.
- We value **the importance of boundaries**; we take only what is given.
- We value **respecting ourselves and our friends in relationships**; we don't misuse sexuality.
- We value **a clear mind and a healthy, strong body**; we don't intoxicate ourselves with alcohol, drugs, unhealthy food, or the misuse of technology.
- We value **kind speech**; we don't slander or gossip.
- We value **the richness of difference and diversity**; we don't praise ourselves at the expense of another; we don't bully or haze.
- We value **communication**; we don't harbor anger or ill will, especially toward ourselves.
- We value **generosity**; we share, giving and receiving help.
- We value **patience with ourselves and others**; we don't rush to judgment.
- We value **the earth, our home**; we don't pollute, we recycle, and we are careful, conscious consumers.



### CHOICES THAT BENEFIT ALL

We care about our growth and maturity. We want our school to be a safe, kind, and respectful environment, a place where we can make mistakes, learn from them, and grow. We join with the entire Bay School community in committing ourselves to be mindful of these precepts in our daily lives, in our choices, and in our relationships.



# MINDFULNESS, ETHICS, AND SPIRITUALITY

A kind and ethical community is created with intention and action.

## MINDFULNESS

Morning Meetings always include a few minutes of silence during which we are intentionally present, centering ourselves, focusing on the breath, and noticing our own physical and emotional states. By practicing being present at Morning Meeting and throughout the school day, students are better able to focus, forge strong community relationships, and learn from their triumphs and failures. During their time at Bay, some students begin to take a greater role in this practice by leading us in guided meditation or creative visualization. Juniors and seniors have the opportunity to go deeper into the roots of mindfulness by taking the three-week Immersive course in Buddhism.

## ETHICS IN THE CLASSROOM AND THE COMMUNITY

A lively engagement with ethical questions is central to how teachers and students interact at Bay. This shows up in many spheres—in the classroom, in clubs and affinity groups, and frequently during Morning Meetings. In confronting questions that traverse disciplines and demand rigorous thought, our students not only develop intellectual integrity, they also learn to see the connections between seemingly disparate arenas of human activity. They gain philosophical, religious, creative, and scientific lenses for addressing complex questions and issues, developing perspectives that are intellectually sophisticated and personally meaningful. The Bay Precepts are a reminder of our aspirations to ethical living.

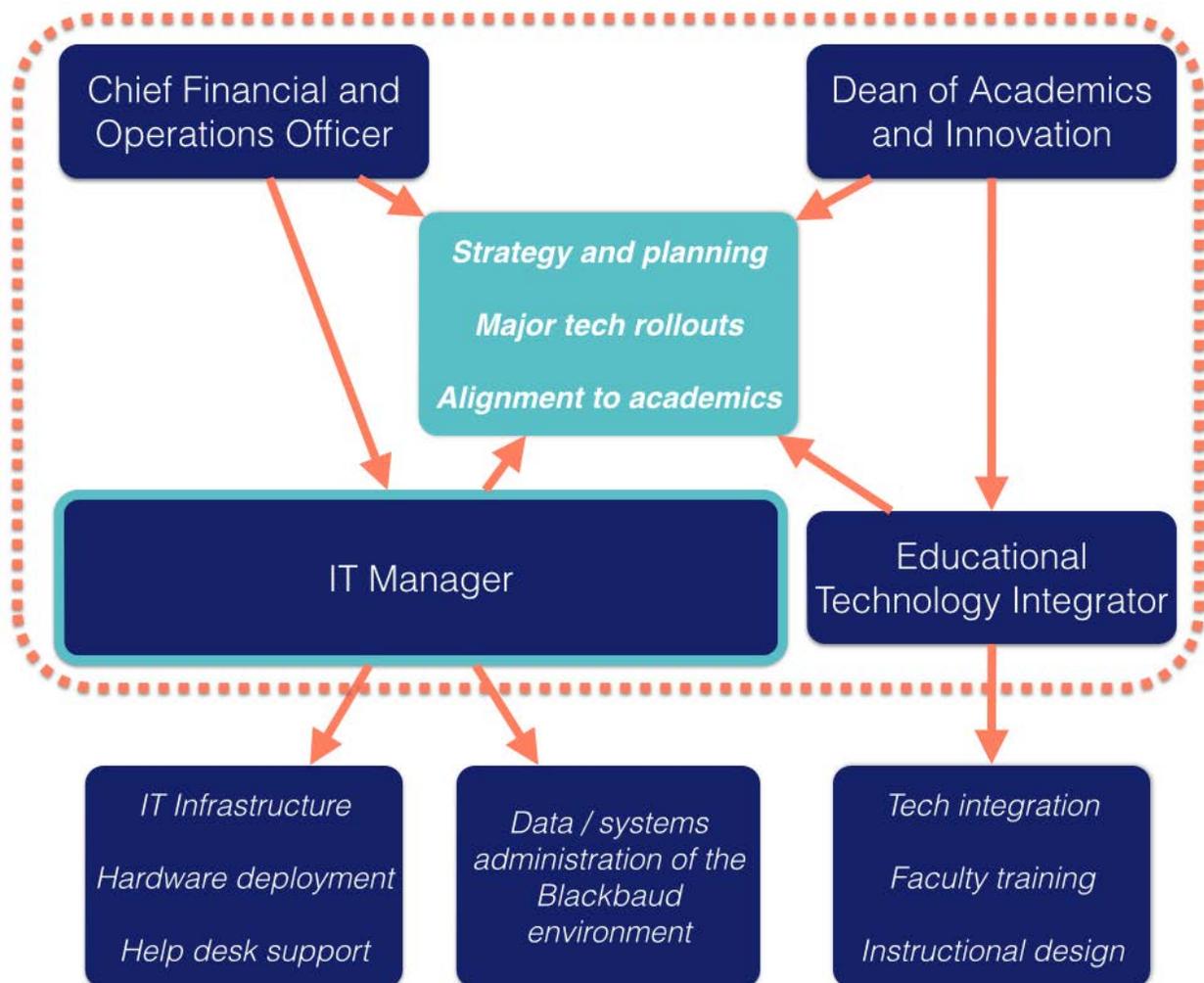
## SPIRITUALITY

The Bay School recognizes the importance that questions of spirit and practices of faith have played and continue to play in our world. Although Bay is not a religious school, we seek to understand and value diverse spiritual and religious traditions. We believe that having an understanding of religion as well as its interaction with science, art, and politics is essential to understanding human existence. The study of religion and philosophy is integrated into the required Humanities curriculum, and academic electives promote study of the major faith traditions. Beyond academics, we honor the roles spirituality and faith play in an individual's life. We encourage all members of The Bay School community to participate in their religious and spiritual traditions and make every effort for them to do this comfortably. We aid in our community's awareness of these traditions through Morning Meeting, where faith adherents from within and outside of the Bay community share their experiences.



## TECHNOLOGY GOVERNANCE

The technology program at Bay leverages the engagement of many dedicated professionals. The IT manager oversees operational technology, which includes the IT infrastructure, hardware deployment, help desk services, and enterprise data systems. The educational technology integrator, a peer role to the IT manager, supports faculty in their use of instructional technology via integration, training, and instructional design. The development and implementation of a vision and strategy for the program is a collective effort involving the IT and educational technology units, along with two members of the leadership team: the dean of academics and innovation and the CFOO. Meanwhile, a student technology club and various external IT companies to provide additional support in the background.



*Technology planning at Bay is a collaborative effort. The IT manager oversees technology operations, help desk support, and database services. Two dedicated technology professionals report to the IT manager.*



## BAY'S DEDICATED TECHNOLOGY COMMUNITY

Bay's technology program is served by several IT professionals, an educational technology professional, and numerous motivated and dedicated student volunteers.

### MARMOTS

In Bay's MARMOT (Magnanimous Assistants Repairing Malfunctioning Office Technology) program, one of Bay's student leadership groups, students serve as volunteers to the technology department, learning network administration and support skills while helping to keep Bay's computer networks running at peak performance. Students are given a great deal of responsibility as MARMOTs and learn a lot in the process.



### KELLEIGH TROWBRIDGE, DATA SYSTEMS MANAGER



Kelleigh Trowbridge has spent over a decade establishing and growing information systems for schools. In joining Bay she found value and hope in the unlikely mix of technology and mindfulness, teenagers and compassion. She is an active artist, jewelry maker, seamstress, ceramicist, gardener, and all-around maker. She finds great joy in her bicycle, is a longtime yoga practitioner, and is an avid reader.

### MELISSA SARA, IT SUPPORT SPECIALIST

Melissa has a passion for technology and education and was happy to land at Bay after 15 years in IT support, including mentoring interns at Salesforce. In her role at the Apple Store, she worked with students and teachers in field trip and camp programs. In her spare time, she enjoys playing with her pup (named Rosalind), reading, watching musical theatre, and knitting.



### CARMEL CRANE, EDUCATIONAL TECHNOLOGY INTEGRATOR



Carmel is from San Francisco, but she has a place in her heart for LA. Her experience of being immersed in the diverse and creative communities there during college was inspiring. She was there during the Rodney King trial and felt a great impact from seeing how people there put the US's racial inequities front and center. As the school's ed-tech integrator, Carmel helps students and staff find and use the right tool for the job.



# STRATEGIC PLAN FOR 2019 – 2023

Bay's strategic plan, *Connecting Our Roots to the Future*, guides the school's evolution through 2023. This framework for innovation and action was developed through a two-year inclusive, iterative community process based in the values and vision of the school's founding. Bay continues to be a national leader in secondary education, from its commitment to interdisciplinary and experiential education to a mindful culture of kindness. Each of the five pillars of this plan and their related strategies are mission-aligned and drive to the heart of the student experience.

## FIVE MAJOR GOALS

### 1. Inspired Learning and Innovative Teaching

**Goal:** Enhance and amplify Bay's flexible, student-centered model of education in order to further our drive towards authentic learning.

### 2. A Diverse, Equitable, and Inclusive Community

**Goal:** Increase organizational capacity to advance our collective vision for and commitment to a diverse, equitable, and inclusive school community.

### 3. Sustainable Practices: Employee Support, Tuition Assistance, and Institutional Resilience

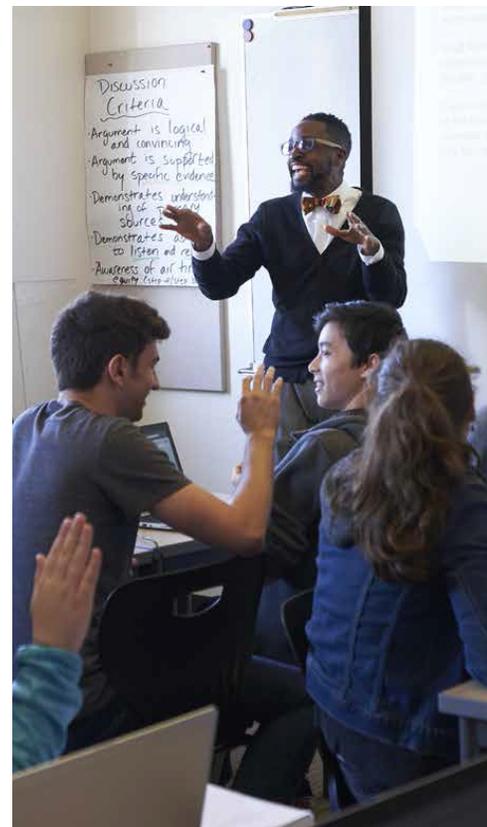
**Goal:** Ensure that the people, programs, and community of Bay thrive for the long-term.

### 4. Intentional Culture: Kindness & Innovation

**Goal:** Maintain Bay's distinctive culture of kindness and innovation.

### 5. Collaborative Spaces: Facilities and Technology

**Goal:** Expand collaborative and flexible learning, co-curricular, and social spaces that promote Bay's mission and values.





## KEY STATISTICS

**Founded:** 2004

**Location and campus:** 70,000-square foot...24 miles of trails

**Students and families:** Over 430 students in grades 9 through 12; students come from over 100 middle schools

**College matriculation:** 100% of Bay's students are accepted at 4-year schools, and 91% are admitted to their top-choice school

**Courses and projects:** Over one thousand (and counting) senior signature projects; over 100 elective courses offered each year; six weeks of immersive courses offered each year

**Admission and retention:** Over the last three years, average retention rate of 98%

**Athletics:** 16 high school varsity teams

**Faculty:** 42 members of the faculty; of those 28 hold advanced degrees in their field; average teacher has 14 years of experience

**Accreditation:** California Association of Independent Schools (CAIS) and Western Association of Schools and Colleges (WASC)

**Relevant associations and memberships:** National Association of Independent Schools (NAIS); National Business Officers Association (NBOA); California Independent Schools Business Officers Association (Cal-ISBOA)

**Tuition:** \$55,950 (High School)

**Financials:** \$23M overall school operating budget

**Financial aid:** Nearly 35% of students receive tuition assistance

**Website:** [www.bayschoolsf.org](http://www.bayschoolsf.org)





# IT MANAGER

## SPECIFIC DUTIES

### *Systems Management*

- Oversee the administration, integrity, and support of enterprise application systems deployed school-wide and within various academic and administrative departments.
- Ensure that the school's network, servers, data storage, phone system, A/V installations, printing systems, and overall IT infrastructure are delivering a reliable service and meeting the needs of faculty, staff, and students.
- Maintain and evaluate essential processes and procedures, including: security, risk management, retention, backup, compliance, and recovery.
- Oversee and evaluate the deployment of all hardware and software in terms of migration, rollout, customer satisfaction, performance, and asset management.

### *Faculty, Staff, and Student Partnership*

- Design and deliver onboarding and training for faculty, staff, students, and parents.
- Be a visible presence and hands-on support partner to ensure that requests for technology assistance are addressed in a timely and professional manner.
- Manage and support Bay's student BYOD program.
- Evaluate emerging technologies in support of current, as well as future, academic and operational needs, and establish external technology partnerships.

### *Technology Program Management*

- Manage the technology budget and general operations of the technology program.
- Serve as the school's project manager for upgrades and transitional initiatives involving hardware, software, infrastructure, systems, and classroom AV.
- Oversee and manage third-party technology consultants to set priorities, ensure reliable network performance, perform routine maintenance, and upgrade systems.
- Manage the IT staff, which currently comprises two full-time professionals.
- Develop a technology strategic plan and technology governance model that align to the mission and culture of the school and meet the needs of a diverse community.
- Perform other duties as assigned.



## BAY SEEKS CANDIDATES WHO CAN DEMONSTRATE...

### *Professional Qualifications and Experience:*

- Possession of a bachelor's degree from an accredited college or university, with advanced coursework in information systems or a related field desirable
- Experience coordinating or managing technology projects and initiatives, preferably in an educational institution
- Experience designing and delivering technology workshops and trainings
- Experience administering data systems or enterprise applications
- Prior experience supporting IT operations, including: security, networking, backup, disaster and recovery planning, risk management, or hardware deployment
- Immersion in diversity work and a commitment to fostering culturally competent trainings and work environments

### *Leadership and Personal Qualities:*

- An eagerness to step away from the office and seek out colleagues across campus, in the spirit of cultivating meaningful and supportive relationships
- Curious, strong passion for technology, and a highly skilled problem solver
- Excellent budgeting skills with the ability to plan strategically and cost-effectively, as well as prioritize resources
- Leadership and project management skills to successfully lead large-scale change initiatives
- Exceptional communication skills: written, verbal, presentation, and training
- An understanding of the diverse technology needs of an urban, independent school
- A commitment to the mission and core beliefs of The Bay School
- Capability to lift up to 25 pounds and access hardware in hard-to-reach spaces

## QUOTE FROM THE HEAD OF SCHOOL

*"Preparing our students for a complex and dynamic world means teaching them to use advanced technology in the way adult professionals do: to execute challenging tasks, communicate sophisticated ideas, and devise solutions for novel problems. And it is not enough to teach them how to use technology: they must also consider the social, cultural, ethical, and political ramifications of its use. To become mindful, thoughtful users of technology is an essential area of development for all high school students."*

**Luke Felker, Head of School**



## HOW TO APPLY

Ed Tech Recruiting is acting on behalf of Bay to identify exceptional IT professionals to fill this extraordinary opportunity. Please direct any inquiries to:

Gabriel Lucas  
Principal, Ed Tech Recruiting  
[jobs@EdTechRecruiting.com](mailto:jobs@EdTechRecruiting.com)

### APPLICATIONS WILL BE CONSIDERED THROUGH MARCH 13, 2022.

All applications must be submitted online, via:

[www.EdTechRecruiting.com/jobs/bay](http://www.EdTechRecruiting.com/jobs/bay)

An application requires submitting four PDFs:

- Cover letter introducing yourself to Bay's search committee
- CV or résumé
- A list of four references (include each person's name, current organization, title, phone number, email, and past connection to you — though we will not contact any references without obtaining your permission first)
- A response to the following prompt:

*For over a decade, Bay's M.A.R.M.O.T. program, described on page nine of this document, has welcomed and leveraged student involvement in IT services. How would you, as the IT manager at Bay, create an inclusive and collaborative team?*

*The Bay School does not discriminate on the basis of SOGIE (sexual orientation or gender identity expression), race, color, religion, ethnicity, national origin, ancestry, age, or any other characteristic protected by law. We are committed to having a community that reflects the diversity of the Bay Area. We hold the highest standards for respectful relationships among peers and students and strive to live by the school's precepts. We strongly encourage those with a demonstrated dedication to social justice, collaboration, innovation and student-centered education to apply.*

