



# DIRECTOR OF COMMUNITY AND CULTURE

## SUMMARY

**LOCATION** | San Francisco, CA

**POST DATE** | January 13, 2025

**DECISION ANNOUNCED** | April 2025

**START DATE** | July 1, 2025

**SALARY RANGE** | \$135,000 - \$150,000

**REPORTS TO** | Head of School

## SUMMARY

Community. Diversity. Inclusion. Creativity. Arts. Humanitarianism. Social justice. Love. Once you walk through the gates, it's easy to see why this school of preschool to 8th grade is so special. The School, with its adventure playground and large garden, sits in the heart of a vibrant urban neighborhood in San Francisco known as the Portola. For decades, the School has prioritized the arts, brought experiential and outdoor learning to life on and off its campus, and helped students not only find but express their true identity. At The San Francisco School, students and staff are on a first-name basis as a way of honoring the equality of each member of this very special village.

The San Francisco School seeks an independent school administrator for this senior leadership position to bring passion for the school's mission and building community. As a member of the Office of Advancement, the director of community and culture will support the Family Association and parent affinity groups, provide support for all-school community events, oversee our Commitments for a Culture of Belonging, and be one of the administrative liaisons for the Equity and Belonging and Public Purpose Board Committees.

## CORE VALUES

At the core of The San Francisco School are the values of culture, community, diversity, and belonging. From what we teach to how we teach it, we strive to model these values and instill them in our students.

These values are natural but they do not come without the intentional effort we dedicate to every facet of the SFS experience. Whether it's through opening day ceremonies, assemblies, Family Association events, Equity and Belonging Committee or Public Purpose Committee work, or curriculum development, our school aims to embrace each student, staff, and family equally. We invite every family to participate in creating our culture and become an active member of our vibrant school community.

# KEY STATISTICS

**Founded:** 1966

**Location:** 1.6-acre campus in San Francisco, CA, in the culturally and demographically diverse Portola neighborhood

**Campus:** 52% of the campus is dedicated to outdoor space including preschool and kindergarten play yards; adventure playground featuring a 50-ft slide, fruit trees, Field Station and barn; facilities include state-of-the-art theater and gym, rainwater cistern, and solar panel system

**Students:** 282 students in preschool through 8th grade; 65% are students of color

**Admission:** Average acceptance rate of 24% over the last three years; 95% retention rate

**Faculty and staff:** Student-to-faculty ratio of 6:1; 68% of faculty hold advanced degrees; average tenure is 11 years; 55% staff of color; more than \$140,000 spent on professional development annually

**Operating budget:** \$12,300,000

**Financial aid:** \$1,900,000 awarded to 27% of SFS families

**Endowment:** \$9,500,000

## OUR EDUCATIONAL PHILOSOPHY



### CURIOSITY

Students are natural explorers. We encourage students to ask meaningful questions and structure experiences for them to arrive at their own moments of discovery.



### CHALLENGE

Students take great pleasure in progressing toward mastery. We cultivate learning by designing lessons with varied and increasing complexity.



### COLLABORATION

Students grow through working with others. We model and teach teamwork, cooperation, and problem solving across grades and disciplines.



### COURAGE

Students are empowered when they face their fears. We urge students to take risks and embrace their mistakes.



### COMPASSION

Students are capable of astonishing kindness and empathy. We inspire students to think beyond themselves and believe that their actions make a difference.

## A NEW STRATEGIC PLAN

The San Francisco School has recently undergone the introspective process for reaccreditation by the California Association of Independent Schools (CAIS). With this self-assessment and recommendations from the visiting CAIS accreditation team, families, staff, and trustees will create our next strategic plan during the 2024-25 school year.

The last plan, *The Strategic Plan 2017-2022: Fulfilling Our Humanitarian Promise*, addressed the evolving demographics of the city and a world of increasing technological advances. Initially, it served as a compass, inspiring teaching and learning, advancing diversity and belonging, and deepening our engagement with the city of San Francisco. It prepared the School well for the pandemic when support for students and staff, a major programmatic pivot, and expanded spaces were critical.

Until the next strategic plan is created, the SFS Board of Trustees has approved six bridge initiatives to guide the School in the interim. These short-term initiatives are the product of input provided by school families, staff, and trustees. Intended to be ambitious but achievable they will help advance the work focused on people, program, and place.





## THE BRIDGE INITIATIVES

### PEOPLE

- Strengthen systems of support for staff so that SFS is a place where staff can thrive in the long term
- Assess and sustain the school's diversity, equity, inclusion, justice, and belonging efforts in order to attract and retain a diverse community of staff and students

### PROGRAM

- Effectively structure and sustain continuity in all programs from PS-8th grade so that the School has the most relevant curriculum, and teaching becomes even more interdisciplinary, collaborative, consistent, and resilient to turnover.
- Develop scope and sequence of cross-disciplinary literacies for students, staff, and families across the PS-8th grade years

### PLACE

- Maximize efficiency of campus resources by optimizing footprint and identifying ways to reduce environmental impact
- Enrich engagement with the Portola so that the SFS campus and community can serve as a resource to the neighborhood



## SPECIFIC DUTIES AND RESPONSIBILITIES

- Participate as a member of the lead administrative team, and in that capacity, share in the leadership of the school
- Collaborate closely with the other members of the office of advancement
- Serve as the administrative liaison to the Family Association and the parenting adult affinity groups
- Manage budgets for the Family Association and community events
- Cultivate relationships with families as well as external community organizations
- Organize select advancement events and school anniversary celebrations
- Provide logistical support and collaboration for select all-school assemblies in coordination with the division heads and program team members as needed
- Support the communications and marketing manager to produce *The Caven Street Gazette*, the annual report/magazine, twice per year and other publications
- Attend designated board meetings and provide updates to the SFS Board
- Support the board Equity and Belonging and the Public Purpose committees and attend meetings
- Implement and manage parenting adult surveys
- Oversee the Commitments for a Culture of Belonging in collaboration with the head of school and the Equity and Belonging Committee
- Collaborate on office of advancement special projects
- Cover duties as assigned
- Perform other duties as assigned

## QUALIFICATIONS

- Bachelor's degree in teaching or educational administration.
- A minimum of five years of relevant educational experience in an independent school
- Excellent verbal and written communications skills
- Demonstrated leadership and facilitative skills
- All prospective employees must be able to clear a background check and TB screening.

## OPPORTUNITIES AND LOOKING AHEAD

- Be an integral member of launching the 2025-2030 strategic plan
- Establish a new position on the senior leadership team
- Collaborate with the other members of the office of advancement to establish the new iteration of the office: community and culture, development, communications and marketing, and enrollment management
- Develop ways to hear about the experiences of our families through outreach and surveying
- Use data to maximize efforts
- Evaluate the arc of social events for mission alignment and purpose





## HOW TO APPLY

Please find more about the School and career opportunities at [www.sfschool.org/careers](http://www.sfschool.org/careers). Interested candidates should email the following to [jobs@sfschool.org](mailto:jobs@sfschool.org)

- Cover letter introducing yourself to The San Francisco School search advisory committee
- CV or résumé
- A list of four references (include each person's name, organization, title, phone number, email, and connection to you)
- Leadership statement that addresses the following prompt: How would you lead change at a school with 1) a well-established set of core values, 2) a deep sense of community, identity, and mission, and 3) a bold strategic plan?



SCAN to access  
[www.sfschool.org/careers](http://www.sfschool.org/careers)



# ACCREDITATIONS AND ASSOCIATIONS

California Association of Independent Schools (CAIS)  
National Association of Independent Schools (NAIS)  
California Teacher Development Collaborative (CATDC)  
People of Color in Independent Schools (POCIS)  
National Business Officers Association (NBOA)  
California Independent Schools Business Officers Association (Cal-ISBOA)  
Council for Advancement and Support of Education (CASE)



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