



as far as the mind can see

Middle School Programs Aide and Extended Programs Coordinator (Temporary, Mission Hills Campus)

About Francis Parker School:

Francis Parker School is a coeducational independent day school in San Diego, California with 1300 students in grades JK-12. Founded in 1912, the school's mission is "to create and inspire a diverse community of independent thinkers whose academic excellence, global perspective and strength of character prepare them to make a meaningful difference in the world".

Overlooking Mission Valley, two separate campuses serve students in Lower School – junior kindergarten through 5th grade; Middle School – 6th grade through 8th grade and Upper School – 9th grade through 12th grade. As a college preparatory school Parker offers a comprehensive program that includes twenty-five advanced placement courses as well as a rich palette of electives – all designed to meet the individual needs of our students.

Job Description:

This is a temporary opening for the 2020-2021 school year, approximately 40 hours per week (8 am-4:30 pm). The School is seeking an Extended Programs Coordinator with experience managing staff and students at the middle/upper school level. Duties include supporting lead teachers and students, interfacing with outside vendors who provide enrichment programs, managing a staff of 8-10 program aides, and providing general oversight for the extended day program that begins daily at 8 am and 4:30 pm.

Qualifications:

The Extended Program Coordinator must be available to work Monday through Friday, 8:00 am-4:30 pm including full-day camps including Spring Break, Mid-Winter Break, and Professional Development Days (7:30 am-3:30 pm). Applicants should have or be working to attain a bachelor's degree, preferably in the field of education. Prior experience working with middle school-aged children, preferably in a school setting is essential. The successful applicant will be an accomplished leader; possess excellent organizational skills; collaborate well with school staff and outside contractors/vendors; quickly achieve name identity of all students; be a willing and strong team member while assisting with hiring and supervision of a staff of 8-10 co-workers; communicate well with parents and manage their concerns effectively; understand and implement all school safety and security practices; manage the playground in a manner consistent with existing school policies; possess an abiding interest in helping young people experience success in a school environment.

Salary and Benefits:

This temporary position is eligible for full benefits, is paid hourly and works approximately 40 hours per week (Monday – Friday: 8:00 am – 4:30 pm) at \$16.25 per hour.

www.francisparker.org

Linda Vista Campus 6501 Linda Vista Road San Diego, CA 92111 858 / 569-7900
Mission Hills Campus 4201 Randolph Street San Diego, CA 92103 619 / 298-9110



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Non-Discrimination:

Francis Parker School values diversity and seeks talented students, faculty, and staff from different backgrounds. All employment decisions are made without regard to unlawful considerations of race, color, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), gender, sexual orientation, gender identity or expression, marital status, religion, national origin, ancestry, ethnicity, creed, age, mental or physical disability, medical condition, genetic information, military or veteran status, or any other basis prohibited by federal, state, or local law.

The following person has been designated to handle inquiries regarding the School's non-discrimination policies, including its Title IX policy:

Name: Katharine Wardle

Title: CFO

Office Address: A114, Francis Parker School, 6501 Linda Vista St., San Diego, CA 92111

Telephone Number: 858 / 775-0430

Email Address: kwardle@francisparker.org

For assistance related to Title IX or other civil rights laws, please contact OCR at OCR@ed.gov or 800-421-3481, TDD 800-877-8339.

Application Process:

A cover letter, resume, and completed application should be submitted electronically to:

Erika Assadi (Chapa),
Director of Summer and Extended Day Programs
summerext@francisparker.org

<https://www.francisparker.org/about-us/employment>

Please indicate the position you are applying for in the subject line

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