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## **Associate Head of Lower School**

### **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:**

The Associate Head of Lower School at Francis Parker School is charged with supporting the Head of Lower School in all areas of the educational program by motivating and leading the Lower School faculty in developing an equitable and inclusive educational program that is focused on promoting students who embody those qualities essential for academic success and personal fulfillment—intellectual curiosity, creative thinking, a passion for learning, a sense of ethical responsibility, self-reliance, community engagement, and global competence while maintaining positive, effective, culturally competent communications with parents and other key constituents in the community. All aspects of the role will be held to the standards of best practices for independent schools.

The Associate Head of Lower School is charged with keeping abreast of research and best practices in education and child development and bringing relevant advances to the Lower School in support of student's academics, social emotional learning and social identity development.

The Associate Head of Lower School reports to the Head of Lower School and serves as an active member of the Lower School Leadership Team (LSLT); partnering with other administrators and faculty to ensure program alignment with Parker's mission.

### **Essential Duties/Responsibilities:**

Operating within the framework of the mission of the school:

- The Associate Head of Lower School coordinates and collaborates with the Head of Lower School on all Lower School matters.
- The Associate Head of Lower School oversees all Lower School academic committees and groups responsible for evaluating, organizing, communicating, implementing and adopting curriculum.

[www.francisparker.org](http://www.francisparker.org)

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- The Associate Head of Lower School works with the Head of Lower School to coordinate and organize for the Lower School the development of schedules for the academic day and calendars for the academic year.
- The Associate Head of Lower School works with the Head of Lower School to establish, evaluate, implement and maintain appropriate ethical, behavioral, and restorative guidelines for Lower School students.
- The Associate Head of Lower School works with the Head of Lower School to identify, organize and evaluate professional development opportunities related to the culturally responsive academic program in the Lower School.
- The Associate Head of Lower School works jointly with the Head of Lower School to support the faculty assessment process and to help set goals for individual teacher's professional development.
- The Associate Head of Lower School works with the Head of Lower School and members of the appointed hiring committee to identify the best qualified teaching candidates to fill Lower School vacancies, for recommendation to the Head of School.
- The Associate Head of Lower School assumes primary responsibility for Lower School operations and personnel in the absence of the Head of Lower School.
- The Associate Head of Lower School assists the Head of Lower School in maintaining good lines of communication and an appropriate balance among the school's constituencies, including serving as the primary liaison to the Middle School.

**Qualifications:**

- Ability to exercise good judgment, cultural fluency, problem solve and manage multiple projects
- College degree required; Advanced Degree desirable
- Minimum 5 years experience in the classroom, including a strong understanding of life and work in an independent school community, or an equivalent combination of education and experience
- Two or more years of Administrative experience required
- Outstanding academic credentials, impeccable teaching skills, experience in academic leadership, student life, and insatiable intellectual curiosity
- Experience building, sustaining, and growing multicultural programs
- Demonstrated leadership and culturally competent team-building skills.
- Excellent verbal and written communication abilities; desire and ability to serve in a public role in the community
- Strong computer skills, including experience using Learning Management Systems (LMS) and Google Suite



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- Initiative and creativity to develop a challenging, innovative, and exciting, culturally responsive educational program.
- Exceptional intellectual and emotional intelligence
- Impressive diplomatic and negotiating skills
- Strategic and long-range institutional vision

Additionally, candidates should be capable of and willing to embrace Parker's unwavering commitment to being a diverse, equitable, and inclusive community that creates a culture of respect for all.

**Salary and Benefits:**

Francis Parker School is committed to attracting and retaining the highest quality faculty and staff through a substantial compensation plan, including competitive salary, TIAA retirement benefits and full medical/dental coverage. Individual salary is negotiable depending on years of experience and educational background.

**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, 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: Assistant Head of School for Finance and Operations

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

Telephone Number: 858 / 775-0430

Email Address: [kwardle@francisparker.org](mailto:kwardle@francisparker.org)

*For assistance related to Title IX or other civil rights laws, please contact OCR at [OCR@ed.gov](mailto:OCR@ed.gov) or 800-421-3481, TDD 800-877-8339.*

[www.francisparker.org](http://www.francisparker.org)

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**Application Process:**

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

Heather Gray, Dr. Robert Gillingham Head of Lower School

[hgray@francisparker.org](mailto:hgray@francisparker.org)

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

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

[www.francisparker.org](http://www.francisparker.org)

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