



*as far as the mind can see*

## **Extended Day Programs Substitute Aide - Mission Hills & Linda Vista (8 am-4:30 pm)**

### **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 substitute opportunity at the School's Mission Hills or Linda Vista campus, depending upon program needs for the 2020-2021 school year. Substitute Extended Day Programs Aides supervise students before, during, and after the traditional school day concludes, assist with all recreational activities, as well as interact with, and provide a positive example for Parker students in their charge.

#### **Lower School-Mission Hills Campus**

- Before Care (8am-8:30am): The primary supervisory teacher for assigned students/classroom. Responsible for lesson planning and activities, leading and planning daily workshops, and ensuring student safety is at the forefront of the program.
- 8:30am-3:30pm: Program Aides are responsible to support student supervision requirements and specific school duties that may include lunch and transition supervision, subbing, supporting the lead teacher.
- After Care (3:30-4:30 pm): The primary supervisory teacher for assigned students/classroom. Responsible for lesson planning and activities, leading and planning daily workshops, and ensuring student safety is at the forefront of the program.
- Other assignments may be requested as needed.

#### **Middle School-Linda Vista Campus**

- Before Care (8am-8:30am): Supervisory lead responsible for lesson planning and activities, leading and planning daily workshops, homework support, and ensuring student safety is at the forefront of the program.
- 8:30am-3:30pm: Program Aides are responsible to support student supervision requirements and specific school duties that may include carline duty, lunch supervision, subbing, supporting the lead teacher.

[www.francisparker.org](http://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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- After Care (3:30-4:30 pm): The primary supervisory teacher for assigned students/classroom. Responsible for lesson planning and activities, leading and planning daily workshops, and ensuring student safety is at the forefront of the program.
- Other assignments may be requested as needed.

**Qualifications:**

Punctuality and consistent attendance are required. Past experience working with children in a school, camp, or childcare environment is preferred, as are candidates who possess Early Education Credits (EEC) as a part of their academic program. The position suggests that the most qualified candidates are engaging, energetic, and patient when working with younger children in a school setting.

**Salary and Benefits:**

The rate of pay is \$14.50 per hour. This position is not eligible for benefits.

**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: 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.*

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**Application Process:**

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

Erika Assadi,  
Director of Summer and Extended Day Programs

[summerext@francisparker.org](mailto:summerext@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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