



as far as the mind can see

Middle School Dean of Students (Internal Posting Only)

Exciting Opportunity at Francis Parker School in San Diego, California

Francis Parker School is seeking an enthusiastic, dedicated, and passionate educator who shares its core values: Students First, Academic Excellence, Global Perspective, Strength of Character, Inclusive Community, and No Limit to Better. Collegial and collaborative, Parker faculty create a learning environment that is dynamic and engaging. Parker faculty are content and pedagogical experts who invest in professional growth generously supported by the School. Importantly, Parker's unwavering commitment to being a diverse, equitable, and inclusive community creates a culture of respect for all.

If Parker's values and school culture resonate with you, we encourage you to consider this opportunity.

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:

Francis Parker School seeks an enthusiastic, dedicated and passionate teacher to join our Administrative Team as the Middle School Dean of Students.

The Middle School, which includes grades 6-8 and enrolls 300+ students, is a lively and dynamic place. True to the vision of the school's namesake, Colonel Francis W. Parker, the Middle School emphasizes the importance of learning through doing. A rigorous curriculum guided by a passionate and caring faculty nurtures in students a lifelong love of learning.

Essential Duties/Responsibilities:

The Dean of Students will have primary oversight for student support, student activities, and student discipline. The Dean of Students will:

- support student wellness, create and enhance systems to ensure healthy academic and social development,

www.francisparker.org

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- co-develop and sustain key co-curricular programs, including Life Skills and Human Development, and plan other special programs,
- ensure a consistent, developmentally appropriate, and restorative practice based approach to discipline across the middle school
- monitor student attendance

Student Support

- Coordinate and co-develop student orientations
- Coordinate and co-develop the Middle School Life Skills Program and other wellness initiatives with the Middle School Administrative Team
- Coordinate and co-develop Advisory programming with the Middle School Administrative Team
- Coordinate and co-develop Community Engagement Opportunities with JK-12 Director of Community Engagement.
- Coordinate and co-develop Diversity, Equity, Inclusion, and Belonging programming with the DEIB Team and the Middle School Administrative Team
- Coordinate and co-plan student visit days with the Associate Director of Middle School Admissions.
- Serve as the primary contact person and partner for the Upper School's "Center." Work with the Center to create age appropriate and vertically aligned Advisory curricula.
- Serve as the primary contact person and partner for the Lower School's social, emotional, and character education efforts.
- Participate and lead as appropriate student support conversations at the Grade Level Meeting or in other places as necessary.

Student Activities

- Advise Middle School ASB and serve as the coordinating link to the US ASB
- Oversee Middle School community activities such as dances, glow-a-thon, talent show and the like
- Oversee Student Clubs including recruiting and supporting club advisors.
- Partner with the Middle School Administrative Team to build the annual calendar.
- Coordinate and co-plan student assemblies and community meetings.
- Provide organizational and logistical support for grade level field trips and camp.

Student Discipline

- Oversee all student discipline issues including documentation in the Student Information System
- Collaborate with all necessary parties to oversee student supervision in areas such as drop off and pick up and lunch.
- Collaborate with all necessary parties to oversee student safety
- Review, Revise and enforce Parker's dress code

Administrative Duties

- Participate in the Middle School Admissions Committee
- Support student course registration
- Support review and accuracy of student records in the Middle School Student Information System.
- Participate in Middle School Administrative Team and Grade Level Team meetings
- Lead the annual revision of student handbook in collaboration with the Middle School Administrative Team
- Assist with New Faculty Orientation and provide support for new teachers
- Other duties as assigned by supervisor and based on interest and skill.

Teaching Duties

- Teach one section in the Middle School

Qualifications:

- A degree and preferably a teaching certificate in the teaching assignment content area.
- A graduate degree related to school administration or leadership is preferred
- A strong and sincere commitment to professional development both in pedagogy and content area
- Multicultural curriculum development and culturally responsive teaching-experience is preferred
- Strong interpersonal and cultural competency skills when working with students, parents, faculty, and School leadership
- High standards and high expectations for students
- Commitment to being a positive and contributing member of the professional community
- A love of children, a passionate commitment to the world of school, and a desire to work with all types of learners
- Extraordinary communication and presentation skills
- A proficiency in the use of technology
- A desire to work in a highly collaborative environment

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.



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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, transcripts and application should be submitted electronically to:

parkerjobs@francisparker.org

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

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

www.francisparker.org

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