



*as far as the mind can see*

## **Associate Director of Lower School Admissions**

### **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 Director of Lower School Admissions serves as the primary resource for the outreach to, and enrollment and retention of, Lower School students. The Associate Director of Lower School Admissions engages with prospective families, providing timely, thorough, and persuasive communication about the people, programs, and opportunities in the Lower School. The ideal candidate possesses a positive attitude, superior interpersonal skills, and a deep commitment to Parker's mission.

### **Essential Duties and Responsibilities**

- Manage all aspects of the Junior Kindergarten through Grade 5 admissions process, including family interviews, parent communication, testing, and student visits
- Collect, organize, and assemble applications materials for review; ensure prospective families complete the application process
- Coordinate Lower School campus visits and tours, including individual family tours, group tours, or other tours as requested by the Director of Admissions or Head of Lower School
- Execute Lower School Admissions Events (e.g., Open Houses, Parent Coffees, Academic Presentations, candidate testing, and other special programs)
- Lead the Lower School Admissions Committee, including committee selection and training, meetings coordination, running committee meetings, and evaluating admissions applications
- Develop and maintain relationships with local schools and community organizations
- Represent Parker at school visits and community events
- Recruit and train parent admissions office volunteers (i.e., Parent Ambassadors)
- Oversee the student admissions ambassador group (i.e., Squires)
- Collaborate with Director of Marketing on the development and distribution of admissions materials
- Provide support for Middle and Upper School admissions events
- Complete other duties as assigned by the Director of Admissions

[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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### **Qualifications**

- Bachelor's degree required
- Minimum of 5 years of professional work experience (preferably in education/admissions)
- Prior teaching experience preferred
- Excellent interpersonal skills, welcoming and positive demeanor, diplomatic, and a problem solver with strong attention to detail
- Excellent communication, writing, and editing skills
- Ability to handle confidential information in a sensitive, discreet and mature manner
- Available to work non-traditional hours and weekends (e.g., Open House, school fair, community presentation, etc.)
- Collaborative attitude and ability to work in a team environment
- Experience with Ravenna or other admissions systems

### **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, 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 employment application should be submitted electronically to:  
Chris Sanders, Director of Admissions

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