



Horizons at Francis Parker School

Position Announcement: Counselor/Aide

Location: Francis Parker School, San Diego

Summer Dates: June 21-August 6, 2021

Organization Background

A new affiliate of the National Horizons summer program is opening at Francis Parker School, a JK-12th grade coeducational independent school located in San Diego, California. Horizons at Francis Parker School is a partnership offering academic and enrichment support that addresses the achievement and opportunity gaps of under-resourced students throughout their school careers. The heart of Horizons is an exemplary academic program that supports a cohort of students in reading, writing, math, and science, paired with swimming lessons, field trips, sports, and enrichment activities in the performing and visual arts. The program also includes a year-round component featuring family events, enrichment activities, and regular visits to and communication with students' schools and teachers. The primary goal of Horizons is to reverse the trend of summer learning loss that adversely impacts the long-term success of under-resourced students. The student/teacher ratio at Horizons is approximately 5:1. For more information about Horizons, please visit <https://www.horizonsnational.org/>

About Francis Parker School:

Francis Parker School is a coeducational independent day school in San Diego, California with 1310 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." Francis Parker School has two campuses in close proximity. One in Mission Hills (Lower School JK-5), and a second in Linda Vista (Middle and Upper School 6-8 and 9-12, respectively).

Position Overview

Horizons at Francis Parker School is seeking a dedicated and effective Kindergarten Aide with a dynamic talent for creating and nurturing a lifelong love of learning in children. We are looking for a talented, passionate, caring professional who will work as a team player to launch this vibrant program, fulfill the Horizons mission, and create a joyous, inclusive, inspiring, and educational culture. The Aide will work with a Lead Teacher, Educational Associate, a Reading Specialist and will be supported by the Executive Director. It is our



hope that Horizons summer staff members will return to the program for more than one summer as we continue to work together, support our students, and build the program and the community.

Essential Job Functions:

The Aide will:

- Assist the Lead Teacher and Educational Associate Teacher in designing and teaching high-quality, culturally competent, project-based curriculum and engage students in learning math, science, and language arts throughout our six-week summer enrichment program.
- Assist in the planning and leading fun, community-building games and enriching experiential learning opportunities, and accompany students to swimming lessons and field trips.
- Support the Horizons staff in identifying individual students' learning profiles, building on each youth's academic strengths, and coordinating resources and activities to best address his/her areas of need.
- Participate in daily meals with the students, attend Family Night and Faculty Meetings, and other duties that may be required.
- Attend a one-week orientation session prior to the start of the program.
- Work with faculty/staff to review assessment data and align curriculum across subject areas.
- Develop and nurture a safe, respectful, challenging, and fun learning environment.
- Assist in evaluating program effectiveness.
- As needed and appropriate, aid in accessing and attracting useful resources of community institutions, the school system, public agencies, and local businesses for the benefit of the Horizons programs.
- Help maintain ongoing communication with parents, caregivers, and school year teachers.
- Participate in the planning and delivery of learning activities for students and families on Saturdays throughout the school year (three per trimester).
- Meet regularly with Lead Teacher and Educational Associate as needed to accomplish goals and/or problem-solve as issues occur.
- In collaboration with the Executive Director, provide ongoing input into this job description as the position unfolds to keep this job description as accurate as possible.



Qualifications:

In addition to a strong commitment to Horizon's mission, this position requires a balance of knowledge of best practices and practical experience and proficiency in the skills of instruction. The ideal candidate for the Aide position must be flexible, well organized, capable of taking initiative, and full of enthusiasm for both teaching and learning. More detailed qualifications for this position include:

- High school graduate or equivalent; one year of college or more preferred.
- Previous experience working with children, specifically in a camp environment.
- Proven ability to relate well to diverse children and families.
- Fluency in English/Spanish preferred (bicultural also preferred).
- A strong passion for working with youth and a strong desire to help make a difference in the lives of under-resourced students.
- Ability to maintain good communication between all parties, to have clear expectations and directions, and to provide feedback to the ED, to staff, and to Horizons National as the curriculum and the program unfolds.
- Excellent communication, interpersonal, organizational, and time management skills.
- Leadership experience and the ability to work as a member of a multidisciplinary team.

Dates:

The position is full-time during the six weeks of the program and nine (9) Saturday mornings throughout the school year.

- Monday, June 21 - Friday, June 25 - Teacher orientation week and classroom set-up
- Monday, June 28 - Friday, August 6 - Six-week program
- Year-round program: Three Saturday mornings per trimester

Salary and Benefits:

This is a **Non-Exempt Seasonal** position. The rate of pay is \$15/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, 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

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.

Horizons at Francis Parker School is an equal opportunity employer.

Application Process:

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

Erika Assadi, Executive Director of Horizons at Francis Parker School

eassadi@francisparker.org

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

Subject line: "Horizons at Francis Parker School: Aide"

Attachments: Resume, Cover Letter, Application