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## **2021-2022 Upper School Academic Resource Center Teacher**

### **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 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).

### **Job Description:**

The Upper School Academic Resource Center Teacher works with small groups and individual students in grades 9-12 in one or more curricular areas; teaches study skills, re-teaches; and/or reviews content. See general duties below.

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

- Planning for individual students
  - Read student history, report cards, testing reports (if available)
  - Obtain student schedule; establish contact with student's advisor, teachers, parents
- Be familiar with course syllabi, textbooks and handouts
- Obtain current textbooks and assignment sheets from teachers; be familiar with teacher websites
- Provide direct instruction and process-oriented learning support for students either individually or in small groups
- Provide individual tutoring in subject area of specialization
- Coordinate extended-time testing with student and classroom teacher for students who qualify for accommodations either by testing recommendations or consultation
- Keep daily record of sessions for students in Google Drive
- Write individual comments at the end of each trimester to be e-mailed to parents documenting what has been done in the Academic Resource Center; evaluating the student's progress; indicating the plan for the coming trimester

[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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- Discuss plans, progress, concerns regarding individual students with Director of Student Academic Support
- Communicate by e-mail and in person with classroom teachers as needed
- Communicate by phone or e-mail with parents as needed
- Attend Back-to-School Night in September
- Attend Academic Resource Center Staff meetings – 1x/month
- Attend Faculty Professional Growth Days (August and during the school year)
- Attend student/teacher meetings as needed

**Qualifications:**

- Minimum of three years teaching and/or tutoring experience
- Be familiar with independent, college preparatory school curriculum and have specialization in one or more areas of the curriculum
- Specialization in one or more curriculum area, with a strong preference for a math/science specialization (i.e. chemistry, physics, biology, algebra, calculus, and geometry)
- Understanding learning processes and ability to individualize instruction
- Ability to work with a team of colleagues, classroom teachers, and parents
- Excellent oral and written communication skills
- Facility with Mac programs and Google Docs

**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.

**Application Process:**

A cover letter, resume, transcripts, and a completed [employment application](#) should be submitted electronically to:

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

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

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

**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,



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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: Do not use this contact for the application process.*

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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