



as far as the mind can see

2021-2022 Lower School Junior-Kindergarten (JK) Associate Teacher and Extended Day JK Coordinator

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:

This full-time opening is for the 2021-2022 school year at the Mission Hills campus. The School is seeking a Junior-Kindergarten Associate Teacher and Coordinator with experience working in an early-childhood teaching environment and in an after-school/extended day program.

Essential Duties/Responsibilities:

Morning Duties: Work in cooperation with up to 3 junior-kindergarten teachers and 3 associate teachers ensuring appropriate child-teacher classroom ratios; instructing a variety of subjects in up to three (3) separate classrooms; assisting with playground duties and, as necessary, providing rotating relief for other JK support staff; and assisting with the creation, acquisition and management of curricular materials. Hours will be 9 am to 3 pm, Monday-Friday.

After-School Duties: Providing supervision for Parker Junior-Kindergarten students; helping plan, coordinate and manage the School's after-school enrichment program; interacting with and providing a positive example for the students. Hours are 3 to 5:30 pm.

Additional Duties: Providing lead supervision during full-day camps including Spring Break, Mid-Winter Break, and availability during Professional Development Days (one Saturday/month).

www.francisparker.org

Linda Vista Campus
Mission Hills Campus

6501 Linda Vista Road
4201 Randolph Street

San Diego, CA 92111
San Diego, CA 92103

858 / 569-7900
619 / 298-9110



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In addition to the duties listed above, Francis Parker School expects the following of each employee: adheres to Francis Parker School's policies and procedures; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; demonstrates regular and consistent attendance and punctuality; meets department productivity standards; participates in Parker events as needed or required; and completes other duties as assigned.

Qualifications:

The Junior-Kindergarten Associate Teacher and Coordinator must be available to work Monday through Friday from 9 am – 5:30 pm. Applicants **must have earned a minimum of 12 units of Early Childhood Education units and hold current CPR/First-Aid certification.** Prior experience working with preschool-aged children, preferably in a school setting, is essential. The successful applicant will possess excellent organizational skills; collaborate well with school staff; quickly learn students' names; be willing to work as a strong team member while assisting with the hiring and supervision of staff; communicate well with parents and manage their concerns effectively; understand and implement all school safety and security practices; manage the playground in a manner consistent with school program; and have an abiding interest in helping young people experience success in school.

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. This associate teacher position is paid hourly (40 hours per week), with benefits. Compensation is dependent upon experience and educational background.

Application Process:

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

Heather Gray, Head of Lower School (hgray@francisparker.org)

Erika Assadi, (eassadi@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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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.

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