



as far as the mind can see

Extended Programs Coordinator (Part-Time)

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 is an opening for the 2021-2022 school year, Monday through Friday, 11 am-5:30 pm. The School is seeking an Extended Programs Coordinator with experience managing staff and students at the lower/middle/upper school levels. Duties include supporting lead teachers and students, interfacing with outside vendors who provide enrichment programs, managing a staff of 10-12 and providing general oversight for the extended day program.

Qualifications:

The Extended Program Coordinator must be available to work Monday through Friday, 11 am-5:30 pm as well as full-day camps including Spring Break, Mid-Winter Break, and Professional Development Days (7:30 am-3:30 pm). Applicants should have or be working to attain a bachelor's degree, preferably in the field of education. Prior experience working with middle school-aged children, preferably in a school setting is essential. The successful applicant will be an accomplished leader; possess excellent organizational skills; collaborate well with school staff and outside contractors/vendors; quickly achieve name identity of all students; be a willing and strong team member while assisting with hiring and supervision of a 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 existing school policies; possess an abiding interest in helping young people experience success in a school 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 a competitive salary. This position will work approximately 30 hours per week and compensation is hourly dependent on experience and educational background. This position is eligible for benefits.

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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Application Process:

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

Erika Assadi (Chapa),
Director of Summer and Extended Day Programs
summerext@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, 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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