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## **2021-2022 Upper School and Middle 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 US/ MS Academic Resource Center Teacher works with small groups and individual students in grades 6-12 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
- 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 and evaluating the student's progress; indicating the plan for the coming trimester

[www.francisparker.org](http://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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- Discuss plans, progress, concerns regarding individual students with Director of Student Academic Support
- Be familiar with the classroom teachers' curriculum, assignments
- Communicate by email 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:**

- A degree (B.A., B.S., or higher) plus a minimum of three years teaching and/or tutoring experience
- A passionate commitment and desire to work with all types of learners
- 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

**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.

**Salary and Benefits:**

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**Application Process:**

A cover letter, resume, transcripts and 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

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