



as far as the mind can see

Associate Director of Upper School Admissions

About Francis Parker School:

Francis Parker School is a coeducational independent day school in San Diego, California with 1300 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 Associate Director of Upper School Admissions serves as the primary resource for the recruitment, enrollment, and retention of Upper School (Grades 9-12) students. The Associate Director of Upper School Admissions engages with prospective families and provides timely, thorough, and persuasive communication about the people, programs, and opportunities in the Upper School. The ideal candidate possesses a positive attitude, superior interpersonal skills, and a deep commitment to Parker's mission.

Essential Duties and Responsibilities:

- Manage all aspects of the Upper School (Grades 9-12) admissions process, including family interviews, parent communication, testing, and student visits
- Collect, organize, and assemble applications materials for review; ensure prospective families complete the application process
- Execute Upper School Admissions events (e.g., Open Houses, Parent Coffees, Academic Presentations, Shadow/Visit days, candidate testing, yield events, and other special programs)
- Coordinate Linda Vista campus visits and tours, including individual family tours, group tours, or other tours as requested by the Director of Admissions, Head of Upper School or Head of School
- Lead the Upper School Admissions Committee, including committee selection and training, meetings coordination, committee meetings agendas, and evaluates admissions applications
- Develop and maintain relationships with local schools and community organizations
- Represent Parker at school visits and community events
- Recruit and train parent admissions office volunteers (i.e., Parent Ambassadors)
- Manage the Student Ambassador group; prepare a select group of current students to represent the school at admissions events and answer questions from prospective families
- Collaborate with Director of Marketing on the development and distribution of admissions materials
- Serve as a member of the Upper School Leadership team
- Provide support for Lower and Middle School admissions events
- Participate in ongoing professional development
- Attend School events

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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Qualifications

- Bachelor's degree required
- Minimum of 5 years of professional work experience (preferably in education/admissions)
- Prior classroom, teaching, or school-based experience preferred
- Excellent interpersonal skills, welcoming and positive demeanor, diplomatic, collaborative attitude and ability to work in a team environment
- Demonstrated self-starter and problem solver with strong attention to detail
- Excellent communication skills, both verbal and written; skilled in copy editing and proofreading
- Ability to handle confidential information in a sensitive, mature manner
- Experience with Ravenna or other customer relationship management systems
- Proficient with Google Docs, Google Sheets, Microsoft Word and Microsoft Excel
- Available to work non-traditional hours and weekends (e.g., Open House, school fair, community presentation, etc.)
- Strong knowledge of Parker's community

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.

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.

Application Process:

If interested in the position, please fill out the electronic [Francis Parker School Employment Application HERE](#).

If you CANNOT or DO NOT wish to submit your application through the link above, a cover letter, resume, and a completed [employment application](#) should be submitted electronically to:

Chris Sanders, Director of Admissions and Financial Assistance

admissionsjobs@francisparker.org

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Please find the PDF of our employment application here: [find it here](#)

[Please indicate which position you are applying for in the subject line.](#)

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

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