Middle School Dean of Students

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 unswerving 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 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:

Francis Parker School seeks an enthusiastic, dedicated and passionate teacher to join our Administrative Team as the Middle School Dean of Students.

The Middle School, which includes grades 6-8 and enrolls 300+ students, is a lively and dynamic place. True to the vision of the school's namesake, Colonel Francis W. Parker, the Middle School emphasizes the importance of learning through doing. A rigorous curriculum guided by a passionate and caring faculty nurtures in students a lifelong love of learning.

Essential Duties/Responsibilities:

The Dean of Students will have primary oversight for student support, student activities, and student discipline. The Dean of Students will:
- support student wellness, create and enhance systems to ensure healthy academic and social development,
- co-develop and sustain key co-curricular programs, including Life Skills and Human Development, and plan other special programs,
- ensure a consistent, developmentally appropriate, and restorative practice based approach to discipline across the Middle School

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- monitor student attendance

Student Support
- Coordinate and co-develop student orientations
- Coordinate and co-develop the Middle School Life Skills Program and other wellness initiatives with the Middle School Administrative Team
- Coordinate and co-develop Advisory programming with the Middle School Administrative Team
- Coordinate and co-develop Community Engagement Opportunities with JK-12 Director of Community Engagement.
- Coordinate and co-develop Diversity, Equity, Inclusion, and Belonging programming with the DEIB Team and the Middle School Administrative Team
- Coordinate and co-plan student visit days with the Associate Director of Middle School Admissions.
- Serve as the primary contact person and partner for the Upper School's "Center." Work with the Center to create age appropriate and vertically aligned Advisory curricula.
- Serve as the primary contact person and partner for the Lower School's social, emotional, and character education efforts.
- Participate and lead as appropriate student support conversations at the Grade Level Meeting or in other places as necessary.

Student Activities
- Advise Middle School ASB and serve as the coordinating link to the US ASB
- Oversee Middle School community activities such as dances, glow-a-thon, talent show and the like
- Oversee Student Clubs including recruiting and supporting club advisors.
- Partner with the Middle School Administrative Team to build the annual calendar.
- Coordinate and co-plan student assemblies and community meetings.
- Provide organizational and logistical support for grade level field trips and camp.

Student Discipline
- Oversee all student discipline issues including documentation in the Student Information System
- Incorporate restorative practices into all discipline and overall relationship building
- Collaborate with all necessary parties to oversee student supervision in areas such as drop off and pick up and lunch.
- Collaborate with all necessary parties to oversee student safety
- Review, revise and enforce Parker's dress code

Administrative Duties
- Participate in the Middle School Admissions Committee
- Support student course registration

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- Support review and accuracy of student records in the Middle School Student Information System.
- Participate in Middle School Administrative Team and Grade Level Team meetings
- Lead the annual revision of student handbook in collaboration with the Middle School Administrative Team
- Assist with New Faculty Orientation and provide support for new teachers
- Other duties as assigned by supervisor and based on interest and skill.

Teaching Duties
- Teach one section in the Middle School

Qualifications:

- A degree and preferably a teaching certificate in the teaching assignment content area.
- A graduate degree related to school administration or leadership is preferred
- A strong and sincere commitment to professional development both in pedagogy and content area
- Multicultural curriculum development and culturally responsive teaching-experience is preferred
- Strong interpersonal and cultural competency skills when working with students, parents, faculty, and School leadership
- High standards and high expectations for students
- Commitment to being a positive and contributing member of the professional community
- A love of children, a passionate commitment to the world of school, and a desire to work with all types of learners
- Extraordinary communication and presentation skills
- A proficiency in the use of technology. Experience with the Blackbaud products is preferred.
- A desire to work in a highly collaborative 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 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, age, mental or physical disability, medical condition, genetic information, military or veteran status, or any other basis prohibited by federal, state, or local law.

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Application Process:

If interested in the position, please fill out the electronic [Francis Parker School Employment Application HERE](). You will need to upload the following documents during this process: a cover letter, resume and transcripts.

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

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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