



as far as the mind can see

Integrative Programs Coordinator (Part-Time)

About Francis Parker School:

Francis Parker School is a coeducational independent day school in San Diego, California with 1315 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 remainder of the **2021-2022 school year (May 2-June 24, 2022), Monday through Friday, 11 am-5:30 pm**. The School is seeking an Integrative 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 Integrative day program.

Qualifications:

The Integrative 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 the name identity of all students; be a willing and strong team member while assisting with 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 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 pro-rated benefits.

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,

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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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](#). You will need to upload the following documents during this process: a cover letter and resume.

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:

Erika Assadi, Head of Integrative Programs
eassadi@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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