



*as far as the mind can see*

## **Junior Kindergarten (JK) Associate Teacher and Extended Programs Coordinator (One-Year Assignment, Full-Time)**

### **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 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 a full-time, temporary position scheduled for 40 hours per week (9 am to 5:30 pm). The AT and Junior Kindergarten (JK) Coordinator is responsible for the supervision and support of JK Lower School students; helping plan, coordinate, and manage the Extended Day program; interacting with and providing a positive example for the students. Additionally, the Coordinator helps execute and organize supervision for other occasional events including Professional Development Days, Lancer Camp, and special events. The person in this position will also support lead teacher(s) regarding student instruction.

### **Essential Duties/Responsibilities:**

Extended Programs Associate Teachers will supervise students before, during, and after the traditional school day concludes, assist with all recreational activities, as well as interact with, and provide a positive example for Parker students in their charge.

Duties may include:

### **Lower School - Mission Hills Campus (Senior Kindergarten-Grade 5):**

- **General**
  - Engages children in activities and play that stimulate their development
  - Establishes a professional level of rapport with each family in order to provide quality care

[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

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- Communicates well with parents and manages their concerns effectively
- Available for child care day camps (Professional Development Days, Mid-Winter Break, Spring Break)
- Knowledgeable about child development theory and practice
- Meets and maintains Child Care Licensing qualifications for the JK coordinator position
- **Supervision**
  - Oversees JK Extended Day support staff and provides support and guidance, under the direction of the Integrative Programs Team Manager
  - Oversees safety and educational programs
  - Understands and implements all school safety and security practices
  - Manages the playground in a manner consistent with existing school policies
  - Serves as the on-site lead for the JK Extended Day Programs
  - Reports all staffing and classroom concerns in a timely manner
  - Possesses clear knowledge of JK licensing requirements and safety procedures
  - Exercises appropriate control and discipline throughout the program
  - Maintains accurate, complete, and timely records; Completes daily attendance records
  - Ensures that the Extended Program JK support faculty/staff is kept updated on all matters concerning the program
- **Program Development and Planning**
  - Plans and prepares activities and opportunities that encourage curiosity, exploration, and problem solving appropriate to the developmental levels and learning styles of children
  - Creates and maintains an environment that is clean, organized, and safe for all children
  - Responsible for providing weekly lesson plans to the Integrative Programs Team Manager

**Qualifications:**

(1) 12 post-secondary semester or equivalent quarter units in early childhood education or child development completed (with passing grades) at an accredited or approved college or university **and** at least 6 months of work experience in a licensed child care center or comparable group child care program;

or

(2) a current and valid Child Development Associate (CDA) credential with the appropriate age-level endorsement issued by the CDA National Credentialing Program of the Council for Early Childhood Professional Recognition **and** at least 6 months of on-the-job training and/or work experience in a licensed child care center or comparable group child care program

(3) Possess a current CPR/First-Aid certification

(4) Available to work Monday through Friday from 9 am-5:30 pm, full-day camps including Spring Break, Mid-Winter Break, and Saturday Professional Development days (once a month).

**Salary and Benefits:**

This is a full-time temporary position, paying an hourly rate starting at \$17/hour and is eligible for full medical/dental coverage.

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**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.

**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:

Erika Assadi, Head of Integrative Programs  
[eassadi@francisparker.org](mailto: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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