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Upper School Attendance Assistant

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:

The Upper School Attendance Assistant is a full-time, 12-month position reporting to the Head of Upper School. The Upper School Attendance Assistant gathers and reports accurate and timely attendance data every day. The role requires interfacing with students, parents and faculty every day. The Upper School Attendance Assistant communicates regularly with administrators, faculty, and the Parker Security Team, among other constituencies, about student attendance. This role requires professional communication skills, both in speaking and writing, with all school constituencies. The Upper School Attendance Assistant plays an integral role in the day-to-day experience of students, parents, and faculty.

During the summer months (from the conclusion of the school year in June until the start of the school year in August), the Upper School Attendance Assistant will provide administrative support to a variety of departments, including but not limited to, Parker's Department of Integrative Programs, Business Office and/or College Counseling. This support will be provided to ensure the program's priorities are met. The Upper School Attendance Assistant's supervisor during the summer months will be the Department Head and/or Program Supervisor overseeing the program to which they're assigned.

Essential Duties/Responsibilities:

- Compile accurate attendance data from families via phone, email, and other sources.
- Enter attendance information accurately into our online attendance system throughout the day.
- Communicate with Grade Level Deans, Dean of Students, Assistant Head of Upper School and Head of Upper School about student attendance totals and possible patterns or when students reach certain thresholds.
- Share, within appropriate limits, student health information with relevant Parker staff.
- Generate accurate daily reports on student attendance on a daily basis.
- Greet students who arrive late and provide them with passes to class.
- Interact with students and parents in a professional and courteous manner.
- Assist with administrative duties for the division on an as needed basis, including answering the office phone, data entry, handling office mail, and assisting the Upper School with special projects and events.

www.francisparker.org

Linda Vista Campus
Mission Hills Campus

6501 Linda Vista Road
4201 Randolph Street

San Diego, CA 92111
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858 / 569-7900
619 / 298-9110



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- Facilitate the electronic check in and check out of students on campus to ensure accurate rosters exist.
- Being a visible and welcoming presence in the Upper School Office for all visitors.

Qualifications:

- 3 years of experience in administrative support. School office experience and attendance experience are preferred.
- Bachelor's degree preferred.
- Proficiency in Google Drive, Gmail, and data management systems.
- Must have strong interpersonal communication skills to interact professionally with a diverse population, including communicating with teenagers and parents in person, via phone, and over email.
- Must have a professional demeanor and the ability to handle confidential student information.
- Must be well organized and have a strong attention to detail.
- Must enjoy working in a fast-paced environment.
- Must be able to collaborate and work closely with others.

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.

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: parkerjobs@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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