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## **2022-2023 Integrative Programs Team Manager**

### **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 position supporting the Division of Integrative Programs in the management, execution, and curriculum creation of the Extended Day Programs, Summer at Parker, and JK-Grade 12 student experience/daily operations.

The ideal candidate is an innovative administrator with exceptional leadership, management, oral/written communication, and interpersonal skills. The ideal candidate will also have a broad range of experience in all areas of summer and extended day programs, curriculum development, staff oversight, and leadership in addition to a proven track record of creativity and of building strong relationships with faculty/staff, parents/guardians, students, and the external community.

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

#### **Leadership**

- Under the direction of the Associate Head of Integrative Programs, oversee 7-10 extended program Associate Teachers and Program Innovators and a Site Coordinator.
- Oversee, hire, and schedule substitute teachers.

#### **JK-Grade 12 Student Experience/Daily Operations**

- Serve as the lead for daily supervision and school needs (e.g, drop-off/pick-up, lunch, and recess duties).
- Responsible for confirming the placement and scheduling of substitute teachers based on coverage needs. Onboard substitute teachers and partner with the Division Heads to support the coverage process.
- Ensure proper reporting and communication for arising needs are conducted in a timely manner.

#### **Summer at Parker**

- Responsible for the creation and development of the program curriculum.
- Support and collaborate with the Heads of Integrative Programs to expand and enhance the Program's mission and vision.
- Lead administrative and department duties to ensure smooth operation of the program.

[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

858 / 569-7900  
619 / 298-9110

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- Serve as the primary registrar for the Summer at Parker enrollment.
- Ensure the maintenance of the accurate program and administrative records.
- Primary point of contact and support faculty/staff members, families, and students.

**Extended Day Programs**

- Responsible for the creation and development of the program curriculum.
- Manage the program instruction and supervision practices in a manner consistent with existing school policies.
- Secure, expand, plan, and execute enrichment programs including vendor partnerships.
- Lead administrative and department duties to ensure smooth operation of the program.
- Support with registration needs, communication, and marketing needs.
- Serve as the primary registrar for Extended Day Program enrollment.
- Ensure the maintenance of the accurate program and administrative records.
- Primary point of contact and support faculty/staff members, families, and students.

**Qualifications:**

(Applicants must be available to work Monday through Friday and full-day camps including Professional Development Days, Spring Break, and Mid-Winter Break.

- An Undergraduate College/University Degree is required; a master's degree in education is highly desirable.
- A minimum of at least 2 years of experience working in the field of education and/or Summer and Enrichment Programs.
- Demonstrated knowledge of CampBrain or similar camp management software
- Substantial computer skills with an emphasis on data management
- A minimum of at least 1 year of management or related program experience.
- Available weekends and evenings to support Programs, as necessary.
- Must be detail-oriented.
- Polished interpersonal skills.
- Must possess sophisticated business writing skills.
- Must be professional in presentation.
- Must be able to work independently as well as cross-departmentally.
- The ability to speak and understand Spanish is desirable.

**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,



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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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