



as far as the mind can see

Head of Integrative Programs

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:

Reporting to the Head of School, the Head of Integrative Programs is responsible for the ongoing development, implementation, and assessment of the School's Extended Day Programs and Summer at Parker. The role of the Head of Integrative Programs is to provide strategic vision, comprehensive oversight, and management in the areas of JK-Grade 12 student experience/daily operations, talent management, educational and enrichment programs, community partnerships, and to bolster the School's public purpose with warmth, dynamism, thoughtfulness, and rigor that advances the institution.

Essential Duties/Responsibilities:

Responsibilities and goals for the Head of Integrative Programs include:

Leadership

- Support the work and vision of the Head of School.
- Supervise, mentor, guide, and evaluate the team members of the Division of Integrative Programs.
- Serve on the Parker Division Head, Department Chairs (or Associate Head), and Parker Leadership Team.

JK-Grade 12 Student Experience/Daily Operations – Support the Integrative Programs team members and work collaboratively with Division Heads and the Head of School to improve the School's ability to support the student experience, including drop-off/pick-up, substitute coverage, and school day supervision.

Talent Management – Serving as the administrator responsible for the efforts of hiring, recruitment, and retention of employees within the Division of Integrative Programs.

- Work with Human Resources to recruit, interview, and hire JK-Grade 12 substitute teachers, Integrative Programs faculty/staff, and Summer at Parker employees.
- Oversee training and onboarding programs for the team members listed above.

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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Summer at Parker – Collaborate with the Integrative Programs team members to further strategies to strengthen and execute the School's goals and mission-aligned with the long-range and short-term strategic plan for educational and enrichment out-of-school time opportunities.

- Create, oversee, and manage the Summer at Parker operation and revenue plan with objectives, timelines, and evaluation plans.
- Administer and monitor the Summer at Parker's budget and policies.
- Review and support programmatic goals and outreach plans to achieve optimal enrollment and programmatic efforts.
- Promote partnerships with schools and programs whose mission is to advance educational equity.
- Work with Head of School, Assistant Head of School for External Relations, and key volunteers on cultivation, stewardship, and solicitation of major prospects and donors.

Extended Day Programs – Work collaboratively with fellow Integrative Program team members to provide and enhance out-of-school time opportunities that are school mission aligned.

- Create, oversee, and manage the annual Integrative Programs Extended Day operation and revenue plan with objectives, timelines, and evaluation.
- Administer and monitor the Integrative Program's budgets and policies.

Qualifications:

- Undergraduate College/University Degree is required; a master's degree in education is highly desirable.
- Experience working with children in an educational, summer, or extended day program environment.
- A minimum of at least 5 years prior administrative/supervisory experience, including performance management and evaluation.
- Prior classroom experience is highly desirable.
- Demonstrated program management, leadership, and interpersonal skills.
- Strong technology and communication skills.
- Available weekends and evenings to support Programs, as necessary.
- Have an abiding interest in helping students experience success in school and have a passion for educational enrichment.
- 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.

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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, ethnicity, creed, 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, and a completed employment application should be submitted electronically to:

Kevin Yaley, Head of School

kyaley@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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