

## **Extended Day Programs: Coordinator (Full-Time, Linda Vista Campus)**

### **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 scheduled for 40 hours per week (Linda Vista: 9:30 am-6 pm). The Extended Day Programs Coordinator is responsible for the supervision and support of the Parker students; overseeing student supervision, helping plan, coordinate and manage the School's Extended Day Programs while 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.

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

#### **Linda Vista Coordinator (Grade 6-12)**

- 9:30 am-6 pm

### **Extended Day**

- **Supervision**
  - Manages student supervision including areas of play/communal areas in a manner consistent with good judgment and the School's policies, mission, and values.
  - Serves as the on-site student experience lead for the Extended Day Programs.
  - Understands and implements all school safety and security practices.
  - Reports all staffing and program concerns in a timely manner.
  - Demonstrates the ability to exercise control and maintain appropriate discipline throughout the program.
  - Supports the team member's growth with student supervision and curriculum planning.
  - Maintains accurate, complete, and timely records; Completes daily attendance records.
- **Program Development and Planning**
  - With the Manager's oversight and support, plans and helps prepare activities and opportunities that encourage curiosity, exploration, and problem solving appropriate to the developmental levels and learning styles of children.
  - Supports the opening and closing of the daily team meetings.
  - Creates and maintains an environment that is clean, organized, and safe for all children.



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- Responsible for the creation and execution of lesson plans providing them to the Manager.
- Provides ordering and supply needs in a timely manner.

#### **Qualifications:**

- Applicants should have at least a bachelor's degree and a teaching credential is desirable.
- Applicants must be available to work Monday through Friday (Linda Vista: 9:30 am-6 pm), full-day camps (7:30 am-3:30 pm) including Professional Development Days (one Saturday per month, 8:30 am-12:30 pm), Spring Break, and Mid-Winter Break.
- 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:**

This is a full-time position, paying an hourly rate starting at \$18/hour and is eligible for full medical/dental coverage.

#### **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:

Suzanne Barrow, Interim Head of Integrative Programs  
[sbarrow@francisparker.org](mailto:sbarrow@francisparker.org)

Please find the PDF of our employment application here: [find it here](#)

[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  
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[Please indicate which position you are applying for in the subject line.](#)

<https://www.francisparker.org/about-us-/employment>

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