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Assistant Head of Integrative Programs

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 position assisting the Head of Integrative Programs in the execution and oversight of JK-Grade 12 student experience/daily operations, Summer Programs, Extended Day Programs, and other future intersession programs, as appropriate.

Essential Duties/Responsibilities:

Responsibilities and goals for the Assistant Head of Integrative Programs include:

Leadership

- Supervise, mentor, guide, and evaluate the Division of Integrative Programs Managers, Coordinators, Associate Teachers, and Program Innovators.
- Serve on the Divisional Leadership groups.

JK-Grade 12 Student Experience/Daily Operations – Serving as the administrative oversight in the efforts to support the student experience including drop-off/pick-up, substitute coverage, and school day supervision.

Summer at Parker – Serving as the administrator responsible for the execution of the program's goals, objectives, and mission.

- Oversee and manage Summer at Parker's design with objectives, timelines, and evaluation plans.

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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- Manage the administrative and departmental duties as needed to ensure the smooth operation of the Program.
- Collaborate with the Communications and Marketing team to design and create messaging across all platforms and collateral material with attention to delivery, timing, and methods that service the Parker community and beyond.
- Ensure the maintenance and creation of accurate program and administrative records (i.e., CampBrain).

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.

- Oversee and manage the Integrative Programs Extended Day design and execution with objectives, timelines, and evaluation.

Qualifications:

- An Undergraduate College/University Degree is required; a master's degree in education is highly desirable.
- A minimum of at least 3 years of experience working in the field of education and/or Summer and Enrichment Programs.
- A minimum of at least 3 years of management or related program experience.
- Demonstrated knowledge of CampBrain or similar camp management software.
- Substantial computer skills with an emphasis on data management.
- Must be detail-oriented.
- Polished interpersonal skills.
- Must possess sophisticated business writing skills.
- Flexibility to work some weekends and evenings as necessary.
- Must be professional in presentation.
- Must be able to work independently as well as cross-departmentally.
- 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.

Salary Range: \$65,000 - \$100,000 per year, based on experience.

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,



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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, Head of Integrative Programs
sbarrow@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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