



as far as the mind can see

6-12 Assistant Director of Athletics - Internal Posting Only (12-month Position)

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 Director of Athletics, and in collaboration with the Upper School and Middle School Division Heads, the 6-12 Assistant Director of Athletics is responsible for working with a peer 6-12 Assistant Director of Athletics. Together both Assistant Directors of Athletics support and monitor the 6-12 Athletics Programs, Physical Education courses, and Health and Wellness Education. The 6-12 Assistant Athletic Directors support all coaches and the Athletics Administrative Assistant to ensure administrative, equipment, safety, and compliance requirements are met.

Essential Duties/Responsibilities:

- **General:**
 - Act as a role model of professionalism in an independent school environment.
 - Ensure the health, safety and welfare of all students.
 - Attend all league, faculty, and administrative meetings as needed.
 - Collaborate with the Director of Athletics to plan, coordinate, and oversee all 6-12 school athletic activities including, but not limited to, team sports, summer athletic camps, awards ceremonies, and other athletic events that the school holds.
 - Coordinate and disseminate information regarding athletic practices, contests, and activities to school personnel, students, and parents as needed.
 - Maintain records of team and individual athletic accomplishments and submit copies of the same to the Director of Athletics for historical purposes, as well as for the promotion, publication, and recognition of athletic programs.
 - Prepare, submit, and work in conjunction with the Director of Athletics to administer a budget each year.
 - Monitor and complete all CIF transfer forms.

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

- **Game Management:**

- Staffing of events, tickets sales, scorer, announcer and security. Being aware of “high impact” games to ensure extra staffing and security.
- Ensuring Parker games are entertaining events, including arranging National Anthem singers for home games and organizing half-time activities.
- Work in conjunction with Facilities Manager to ensure all home game venues are set up before the contest, including scoreboards, chairs, sound systems etc.
- Attend home and away games.

- **Coach Management:**

- Collaborate with the Director of Athletics to attract, hire, mentor, and supervise qualified coaching staff for all 6-12 athletic programs, ensuring that they are performing their duties at the highest level of professionalism and consistent with the Parker’s Mission, Vision and Core Values.
- Develop and provide appropriate training guidelines and materials for coaching staff, ensuring that coaches are properly trained in all organizational and philosophical aspects of the athletic program including, but not limited to operational items such as the use of vans, dress code for coaches, team members, practice times, and scheduling games.
- Collaborate with the Director of Athletics and Division Heads as appropriate in the interview process for teachers/coaches.
- Post all MS and US coaching positions.
- Review and update the Athletic Department handbook as necessary.
- Collaborate with the Director of Athletics and Division Heads as appropriate to select, design, and implement regular professional development for all coaches.
- Work with coaches to determine learning targets, assessments, design topics pages, and properly input assessment results during and at the end of the trimester.
- Notify and follow-up with spring coaches about their athletes’ community service requirements
- Assist coaches in providing recruiting information for our college bound athletes. In conjunction with college counseling, organize and run college recruiting night.
- Assist coaches in their Senior Night Activities, ensuring there is equity across sports and teams.
- Coordinate off and on campus National Letter of Intent Days, Lancers at the Next Level, and Parker’s College Athletic Announcement ceremony.
- Maintain yearly accounting of NFHS and CIF certifications for coaches. Track and monitor completion of certifications for all coaches.
- Coordinate grade submissions for each of our athletic programs in a timely manner. Check eligibility when grades are posted.

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- **Coaching/Teaching**
 - Coach one season of a sport as assigned by the Director of Athletics. Please note that the two 6-12 Assistant Athletic Directors may not coach during the same season.
 - Teach two Physical Education sections in the Middle School.

- **School Spirit:**
 - Work with ASB and SAAC to promote, organize and facilitate athletic contests
 - Coordinate pep band participation at athletic contests
 - Help organize and chaperone spirit bus for away contests
 - Assist in the organizing and facilitating of pep assemblies

Qualifications:

- A degree and preferably a teaching certificate in Physical Education
- A Master's degree is preferred in an appropriate area of specialization (Athletic Administration, Sports Management, etc.)
- A commitment to the Mission, Vision, Values, and Educational Philosophy of Francis Parker School
- Experience working in Athletic leadership; experience in independent schools.
- Current first aid, CPR and AED certification
- Demonstrated leadership and facilitative skills
- Experience with staff and budget management
- Strong interpersonal and cultural competency skills when working with students, parents, faculty, and School leadership
- High standards and high expectations for students
- Commitment to being a positive and contributing member of the professional community
- Demonstrated knowledge of the principles of growth and development for 6-12 school age student athletes
- Extraordinary communication and presentation skills
- A proficiency in the use of technology
- A desire to work in a highly collaborative environment
- Ability to work non-traditional workdays (nights, Saturdays, holidays)
- A deep commitment to professional growth and commitment to using educational technology.
- Commitment to equity and inclusion. Multicultural curriculum development and culturally responsive teaching-experience is preferred

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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Salary Range: \$70,000 - \$90,000 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, 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, 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: parkerjobs@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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