



*as far as the mind can see*

## **2023-2024 Upper School Grade Level Dean**

### **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:**

The Grade Level Dean oversees the academic performance and the social and emotional wellbeing of all students in the grade in partnership with the Student Support Team. The Grade Level Dean serves as the primary point of contact with students and families and supports their navigation of the Upper School experience. This role includes three sections of teaching in the department that matches the candidate's experience.

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

The Grade Level Dean's responsibilities include tracking and supporting the academic and social progress of each student; providing information about course options and scheduling students ensuring they are set up to achieve their goals and to meet graduation requirements; addressing student and/or parent concerns; connecting students and parents directly with teachers if issues arise; developing and implementing transition events, orientations and programming for students and parents, and organizing grade-level workshops and activities. The Grade Level Dean serves on the Upper School Leadership Team and reports Head of Upper School. The Grade Level Dean works collaboratively with the faculty and staff, Head of Upper School, Associate Head of Upper School, Director of Athletics, Student

[www.francisparker.org](http://www.francisparker.org)

Linda Vista Campus  
Mission Hills Campus

6501 Linda Vista Road  
4201 Randolph Street

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858 / 569-7900  
619 / 298-9110



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Support Team, and College Counseling. The Grade Level Dean teaches two courses in the Upper School.

In addition to the duties listed above, Francis Parker School expects the following of each employee: adheres to Francis Parker policies and procedures; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; demonstrates regular and consistent attendance and punctuality; meets department productivity standards; participates in Parker events as needed or required; and completes other duties as assigned.

**Qualifications:**

- Bachelor's degree required; master's degree or higher preferred
- Minimum 3 years' experience in the classroom, including a strong understanding of life and work in an independent school community, or an equivalent combination of education and experience
- Multicultural curriculum development and culturally responsive teaching-experience is preferred
- Strong interpersonal and cultural competency skills when working with students, parents, faculty, and School leadership
- Demonstrated experience in academic and social support of students.
- Ability to communicate effectively
- Demonstrated leadership and team-building skills
- Excellent verbal and written communication abilities
- Initiative and creativity
- Exceptional intellectual and emotional intelligence
- Impressive diplomatic and negotiating skills
- Strong computer skills, including experience using Learning Management Systems (LMS)

**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.

Francis Parker School uses a salary scale that is based on educational degree and years of experience. Salary Range: \$80,000 - \$100,000 per year.

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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, 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](mailto: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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