



*as far as the mind can see*

## **Associate Director of Diversity, Equity, Inclusion, and Belonging - Lower School (JK-5)**

### **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:**

Francis Parker is committed to living our core value of Inclusive Community. In 2015 Parker's Head of School formalized this commitment by creating the Director of Diversity and Inclusion role, and charging that role to lead Parker to become a Center for Excellence at Assuring Inclusivity "As far as the mind can see." In 2020, Parker expanded its commitment by creating the Office of Diversity, Equity, Inclusion, and Belonging and adding two Associate Director roles. Continued progress and growth have led Parker to lift our goals even higher through the lens of *Belonging at Parker*.

The Associate Director of Diversity, Equity, Inclusion, and Belonging works under the direction of the Director of Belonging to support the pursuit of excellence in the Strategic Area of Equity and Justice detailed in Parker's Strategic Direction Document and the Lancers for Equity and Justice Plan.

While an essential goal is achieving diverse enrollment and employment, we realize that diversity alone is insufficient. We believe an inclusive community where all members thrive is fundamental to students' academic, social and emotional success.

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

The Associate Director of Diversity, Equity, Inclusion, and Belonging serves primarily at the divisional level, and like the Director of Belonging functions as an internal consultant bringing the latest research, best practices, innovative ideas, and expertise in the area of identity development, cultural fluency, and multicultural education to the Parker Community and leveraging that knowledge to create an appropriate level of expertise in every member of the community.

In addition, the Associate Director of Diversity, Equity, Inclusion, and Belonging is the primary provider of training, coaching, guidance for program creation, and DEIB curriculum development for the division. The Associate Director of Diversity, Equity, Inclusion, and Belonging is the primary provider of affinity group training and programming.

#### Essential Duties Include:

- Collaborate with Lower School Leadership and teaching teams on providing identity development lessons and multicultural education.
- Oversee student affinity group facilitators and support facilitators in curriculum development for this student program.
- Support the implementation of response protocols and practices to critical student incidents regarding identity and belonging.
- Assist Divisional Leadership in student education and discipline matters relying on restorative practices.
- Contribute to the needs of each divisional leadership team by membership and attendance at leadership meetings, school events, and other obligations as needed.
- Provide project management, program execution, oversight, and communication for annual staple DEIB events such as History Con, LCI (Language, Culture, and Identity) week, affinity group graduations, Pollyanna, The Parker Collaborative, etc.
- Provide support to the Director of Belonging for the Board of Trustees annual report presentation which includes a detailed analysis of the metrics and protocols to monitor, analyze and benchmark institutional progress, including collecting, analyzing, and disseminating data on institutional climate.
- In partnership with the Director of Belonging, Division Heads, Director of Curriculum Alignment and Instructional Practice, and Assistant Head of Lower School for Academics and Instruction, infuse Parker's core value of Inclusive Community systematically throughout curricular and co-curricular programs (i.e., provide annual community gathering and education aligned with cultural months; cyclically review and align SK- Grade 5 social studies curriculum with Learning for Justice standards).
- In partnership with Human Resources and Divisional Leaders, support inclusive hiring and interview efforts to effectively attract a diverse faculty and staff.

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- In partnership with the Director of Belonging, lead parent education, ensuring that the PA efforts are aligned with and in support of the School's goals.
- In partnership with Divisional Leaders, support the implementation of student policies and procedures that sustain an inclusive, equitable lower school community ensuring alignment with the 6-12th efforts.
- In partnership with Divisional Leaders, establish, oversee, and sustain replicable student equity leadership opportunities and programs centered upon equity and justice frameworks (i.e., Belonging Lab at Lower and Equity Council at Upper).
- In partnership with the Director of Belonging and the Assistant Head of Lower School for Academics and Instruction, create and implement a coaching program for teachers, Associate Teachers, or Program Innovators who deliver Lower School curriculum and programming.
- In partnership with Communications, develop communication and marketing materials for DEIB programs.
- In partnership with Divisional Leadership, create, sustain, and document student life curriculum in scope & sequence (i.e., health and human development, JK-5 identity lessons).

**Qualifications:** The items listed below are standard preferences for this position; however, if you have relevant skills or experience outside of these preferences please apply.

- Bachelor's degree or higher preferred
- Minimum of 3-5 years of progressive responsibility in areas of school leadership and in the field of DEIB
- Minimum of 3-5 years' experience with teaching students in the relevant grade levels
- Expertise in teaching key identity and belonging concepts and obligations including backward planning, horizontal alignment, and vertical alignment
- Experience with training and developing adult learners
- Ability to analyze, interpret and manage data, and translate strategy into specific actions with clear accountability, making decisions based on the best available information
- Ability to communicate priorities clearly and concisely to school leadership
- Exercises discretion and confidentiality
- Experience presenting DEIB education and programming to audiences of students, faculty, and parents
- Willingness to present and resource-share on a national level
- Demonstrated knowledge of current trends and thinking concerning diversity, equity, inclusion, & belonging
- Excellent writing and public speaking skills, complemented by a demonstrated ability to effectively interact with students, staff, and campus leaders in a variety of environments
- Ability to develop rapport and create buy-in among individuals who are on a continuum of understanding and support for DEIB while also supporting the sustained growth of DEIB within the organization



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### **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: \$75,000 - \$85,000 per year.

### **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: [diversityjobs@francisparker.org](mailto:diversityjobs@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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