



as far as the mind can see

2024-2025 6-12 Grade Level Dean (Internal Posting Only)

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 School seeks an enthusiastic, dedicated and passionate teacher to serve as a Grade Level Dean and teach four sections (three sections in Upper School) in one of our content areas.

The Middle School, which includes grades 6-8 and enrolls 300+ students, is a lively and dynamic place. True to the vision of the school's namesake, Colonel Francis W. Parker, the Middle School emphasizes the importance of learning through doing. A rigorous curriculum guided by a passionate and caring faculty nurtures in students a lifelong love of learning.

The Upper School, which includes grades 9-12 and enrolls 500+ students, is a rigorous and supportive academic environment focused on preparing students for intellectual engagement while in high school and in the years beyond. Building on the work of the Lower and Middle Schools, the Upper School emphasizes academic achievement, global citizenship, and strength of character in order to prepare students to make a meaningful difference in the world.

Posting Close Date, January 30, 2024

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:

- Daily classroom instruction; including planning and teaching a challenging course of study in a developmentally appropriate manner, with experience in differentiating instruction
- Prioritizing and examining inclusive curricula, teaching practice and environment
- Providing regular and timely feedback to students about the trajectory of their learning.
- Ongoing communication and conferencing with parents
- Advising and mentoring a group of students in our advisory program
- Conferencing with students and colleagues as required
- Weekly collaboration with teaching partners to maintain and develop consistency within course offerings. For example, horizontal alignment and consistent assessment practices between like courses.
- Active participation in the curricular improvement of the department
- Willingness to initiate or participate in co-curricular activities such as Science Olympiad, Global Education Trips/Discovery Week, Camp, Math Team, or Coaching Athletics

Essential Duties of a Grade Level Dean:

In addition to daily content instruction, a grade level dean will fulfill the following duties:

- **“Keeper of the Climate and the Culture”**: As the direct link between grade level team members and the Leadership Team, a primary role of the Grade Level Dean is to participate in promoting a healthy climate, positive cultural growth, and continuous improvement in teaching and learning. Each Grade Level Dean works with the Division Head and the rest of the Leadership Team to create an environment of common practice and consistent expectations both within and between grade levels that moves Parker’s program forward in alignment with the mission and vision of the school. The role of Grade Level Dean is a demanding one and asks the individual serving in that capacity to:
 - Model a positive attitude
 - Be a good listener
 - Be a problem solver
 - Be a two way conduit of information between the grade level team and the divisional leadership team
 - Support a collaborative culture
 - Articulate, clarify and support the implementation of schoolwide and divisional goals/strategic plan items
 - Support colleagues in the continual improvement of instruction
 - Mentor teachers
 - Support Head, Assistant Head, and Dean of Students in grade level activities

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- **“Operations Expert and Student Support Leader”**

Grade Level Deans serve as the primary administrative support for their respective grade levels. Among other duties a Grade Level Dean will:

- Chair grade level meetings (weekly in Middle School)
- Produce high quality minutes that would allow anyone not present to understand the business of the meeting
 - The corresponding expectation is that all team members will read the minutes.
- Plan and/or supervise Grade Level Activities; for example,
 - 8mazing Adventure, Global Awareness Days, Museum of Tolerance Field Trip, Portfolios
 - 7th Grade Camp, Community Awareness, Houses of Worship Field Trip, Portfolios
 - 6th Grade Ikidarod, 6th Grade Camp, Student Led Conferences, Portfolios
- Coordinate student support
- Coordinate with the Gooding Academic Resource Center
- Support horizontal and vertical alignment in Parker’s programming

What should a Grade Level Meeting look like?

- A Grade Level Meeting should be driven by an agenda and captured by high quality minutes. The Grade Level Dean will solicit agenda items from the team in addition to placing items and or students for discussion on the agenda.
- Review/Plan/Discuss/Tune-up Advisory Lessons
- Deans currently alternate Student Support and Operational Meetings.
 - For student support meetings, the Grade Level Dean should maintain a running list of “radar/at risk” kids for weekly thumbs up/down check-in. The initial list may be formed from:
 - standardized testing data
 - student summaries
 - teacher suggestions
 - gradebook reports
 - Student Support Process
 - Every two weeks, at the beginning of grade level meetings the Grade Level Dean will conduct a check-in on our “radar” students.
 - Other students for check-in may be placed on the agenda by any member of the team **before the meeting**.
 - The purpose of the check-in is to see if the student in question is having difficulty in just one class versus a systemic problem in all classes.
 - If the check-in reveals just one class, the teacher in that class may then proceed to support the student. All teachers and especially the advisor are encouraged to help; however, there will not typically be a need for an all teacher meeting if the student is struggling in just one class.

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- If the check-in process reveals that the student is struggling in all classes, the Grade Level Dean and advisor will coordinate an all teacher meeting.
 - If time allows and at the discretion of the Grade Level Dean, teachers may choose to discuss the student at that time. In some cases, however, the meeting will be scheduled for a later time.
- Gooding Family Academic Resource Center/Learning Specialist Check-in
 - Academic Resource Center teachers take extensive notes and are a good feedback loop to our teachers regarding homework load and struggling students; therefore, the Learning Specialist and other members of the Student Success and Wellness team should check in at each meeting as well.
- Homework coordination
 - ***It is an expectation that students will have access to two weeks of assignments in the assignment center for discussion at the Grade Level Meeting.***
 - Every teacher will check-in and place their major assignments and tests in the assignment center and on the test calendar.
 - Grade Level Deans will monitor the expectations and volume of homework. Please note:
 - No homework on holidays/breaks
 - ***Parker follows the 10 minute rule for homework***, which yields a total number of minutes of homework based on the child's grade level as follows: 6th - 60 min, 7th - 70 min, 8th - 80 min., 9th - 90 min., 10th - 100min, and so on. ***For individual planning purposes, this translates to 10-15 minutes of homework in any given subject in Middle School and 20 - 25 minutes in Upper School. Students enrolled in AP or honors courses should expect a workload commensurate with the level of course they have chosen.***
 - Teachers should have a method for ensuring that the majority of their students are completing homework in a reasonable time.
 - For outliers, who, for example, require 2 hours to complete a 15 minute assignment, the Grade Level Dean and Advisor need to add the student to the "radar/at risk" list and reach out to the family.
- Test coordination
 - In Middle School, teachers should enter their tests on the Google test calendar specific to the grade level being tested. The Grade Level Dean will monitor and manage the number of tests per day to ensure that there are no more than two in any given day.
 - 8th Grade typically closes the year by providing students the experience of having a "finals" period. The 8th grade dean will collaborate with the 8th grade team to create a "finals calendar" and then communicate with our families.
- Co-curricular Updates
 - Since many of our coaches, arts and music teachers cannot attend grade level meetings, the Grade Level Dean will need to update the team regarding extra curricular demands and the potential effect on student homework time.
- Upcoming Grade Level Activities Update



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- Coordination of “in depth” student support meetings.
- Follow up with action points from previous meetings.
- Professional Learning

Qualifications:

- A degree and preferably a teaching certificate in one of the 6-12 content areas Parker offers
- The ability to serve as an advisor and mentor to students
- A strong and sincere commitment to professional development both in pedagogy and content area
- 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
- High standards and high expectations for students
- Commitment to being a positive and contributing member of the professional community
- A love of children, a passionate commitment to their content area, and a desire to work with all types of learners
- Extraordinary communication and presentation skills
- A proficiency in the use of technology
- A desire to work in a highly collaborative environment

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: \$85,400 - \$105,700 per year

The actual salary will be determined by the candidate’s educational degree and their years of full-time teaching experience. The starting salary listed reflects this position’s minimum experience and educational requirements; the ending salary listed represents the top of the salary structure for this position. Most candidates can expect to enter in the lower to middle section of this salary range, depending on their specific experience and education.

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: (Posting Close Date, January 30, 2024)

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 here](#)

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

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

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