



as far as the mind can see

Associate Director of Lower School Admissions

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 Associate Director of Lower School Admissions serves as the primary resource for the outreach to, and enrollment and retention of, Lower School students. The Associate Director of Lower School Admissions engages with prospective families, providing timely, thorough, and persuasive communication about the people, programs, and opportunities in the Lower School. The ideal candidate possesses a positive attitude, superior interpersonal skills, and a deep commitment to Parker's mission.

Essential Duties and Responsibilities:

- Manage all aspects of the Junior Kindergarten through Grade 5 admissions process, including family interviews, parent communication, testing, and student visits
- Collect, organize, and assemble application materials for review; ensure prospective families complete the application process
- Maintain accurate and up-to-date information on each prospective student throughout the admission process
- Coordinate Lower School campus visits and tours, including individual family tours, group tours, or other tours as requested by the Director of Admissions and Financial Assistance or Head of Lower School
- Execute Lower School admissions events (e.g., Open Houses, Information Sessions, Virtual Programs, Academic Presentations, candidate testing, and other special programs)
- Lead the Lower School Admissions Committee, including committee selection and training, meetings coordination, running committee meetings, and evaluating admissions applications
- Support retention and re-enrollment of current students
- If requested by division head, serving as a member of the Lower School Leadership team
- Develop and maintain relationships with local schools and community organizations
- Represent Parker at school visits and community events
- Recruit and train parent admissions office volunteers (i.e., Parent Ambassadors)
- Oversee the student admissions ambassador group (i.e., Squires)
- Collaborate with communications and marketing team on the development and distribution of admissions materials
- Provide support for Middle and Upper School admissions events

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Linda Vista Campus 6501 Linda Vista Road San Diego, CA 92111 858 / 569-7900
Mission Hills Campus 4201 Randolph Street San Diego, CA 92103 619 / 298-9110

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- Maintain discretion with all admissions, enrollment, and institutional data
- Participate in ongoing professional development
- Attend School events
- Complete other duties as assigned by the Director of Admissions and Financial Assistance

Qualifications

- Bachelor's degree required
- Minimum of 5 years of professional work experience (preferably in education/admissions)
- Prior teaching experience (ideally elementary school) preferred
- Excellent interpersonal skills, welcoming and positive demeanor, diplomatic, and a problem solver with strong attention to detail
- Excellent communication, writing, and editing skills
- Ability to handle confidential information in a sensitive, discreet and mature manner
- Available to work non-traditional hours and weekends (e.g., Open House, school fairs, community presentations, etc.)
- Collaborative attitude and ability to work in a team environment
- Experience with FinalSite Enrollment/SchoolAdmin or other admissions systems
- Strong knowledge of Parker's community

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: \$95,000 - \$115,000 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 and resume.



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If you CANNOT or DO NOT wish to submit your application through the link above, a cover letter, resume, and a completed [employment application](#) should be submitted electronically to:

Tyler Ferreira, Director of Admissions and Financial Assistance

admissionsjobs@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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