



*as far as the mind can see*

## **2024-2025 Lower School Literacy Specialist**

### **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:**

To provide oversight and leadership for the Literacy curriculum in the Lower School, ensuring vertical and horizontal alignment and inclusive curriculum development. The incumbent will support, mentor, and lead training for teachers, and will provide guidance on instruction and intervention/enrichment services for Grade JK-5 students. The literacy specialist will work in close collaboration with the Student Success Team and the Lower School Administration.

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

#### **Performance Responsibilities:**

- Coordinate and facilitate the JK-5 literacy program
- Collaborate with faculty on inclusive, and culturally responsive curriculum and teaching practices
- Conduct classroom observations and provide demonstrations of methods and materials (i.e. coaching and co-teaching) to improve/enhance instruction

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

Linda Vista Campus  
Mission Hills Campus

6501 Linda Vista Road  
4201 Randolph Street

San Diego, CA 92111  
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- Assists classroom teachers in developing rubrics, evaluating students' skills and strengthening instructional strategies
- Consult with grade level teams to plan instruction and identify appropriate materials to be utilized for intervention or enrichment in the classroom
- Organize and assist with conducting benchmark screenings of literacy skills
- Interpret and disseminate results from a variety of classroom assessments and other standardized measures, maintaining a database of literacy progress for students
- Analyze data to evaluate effectiveness of literacy programs and instruction

**Professional responsibilities include:**

- Assist teachers with developing and Implementing a remediation plan for students who have been identified as performing below grade level benchmarks and an enrichment plan for students ready to move beyond grade level expectations.
- Provide staff development opportunities for teachers regarding instructional and assessment strategies.
- Lead parent education and workshops
- Serve on Student Success Team

**Qualifications:**

- A degree (B.A., B.S., and Masters in Education or Reading) plus a minimum of three years teaching experience at the elementary level.
- Advanced certification/experience and specialization in literacy
- Be familiar with independent, college preparatory school curriculum and have knowledge of Common Core benchmark goals in literacy for each grade level.
- Experience coaching teachers required
- Experience designing and delivering professional development required
- Understands learning processes and has the ability to differentiate instruction
- Ability to work with a team of colleagues, classroom teachers, and parents
- Excellent oral and written communication skills
- Detail oriented
- Familiarity with Mac programs and Google Suite

**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: \$74,000 - \$85,000 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, 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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