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## **Assistant Head of Lower School**

### **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 Assistant Head of Lower School at Francis Parker School is charged with supporting the Head of Lower School in all areas of the educational program by motivating and leading the Lower School faculty in developing an educational program that is focused on graduating students who embody those qualities essential for academic success and personal fulfillment—intellectual curiosity, creative thinking, a passion for learning, a sense of ethical responsibility, self-reliance, community engagement, and global competence while maintaining positive, effective communications with parents and other key constituents in the community. All aspects of the role will be held to the standards of best practices for independent schools.

The Assistant Head of Lower School is charged with keeping abreast of research and best practices in education and child development and bringing relevant advances to the Lower School in support of students.

The Assistant Head of Lower School reports to the Head of Lower School and serves as an active member of the Lower School Leadership Team (LSLT); partnering with other administrators and faculty to ensure program alignment with Parker's mission.

**The position has a start date of July 1, 2024.**

[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  
619 / 298-9110

**Essential Duties/Responsibilities:**

The Assistant Head of Lower School has five primary areas of responsibility as follows:

- **Faculty and Staff Support and Evaluation:**
  - Collaborate with the Head of Lower School to onboard new faculty by providing and planning support for new teachers in Lower School with regular check-in meetings to maintain retention
  - In collaboration with Support faculty and staff with student concerns
  - Support Grade 5 Team and Division Heads in the coordination of 5-6 transition meetings
  - Participate in meetings among teachers, parents and students as requested or necessary
  - Collaborate with Lower School Leadership Team, Student Success Team, and faculty to support student needs
  - Collaborates with the Head of Lower School to support the faculty evaluation process and help set goals for teacher professional development.
  - Supervise Homeroom Associate Teachers: Approve timecards, provide professional development, orientation, onboarding, and conduct goal setting and evaluation meetings to support professional growth.
  - Provide ongoing Responsive Classroom professional development to support building classroom community
  
- **Curriculum and Instruction:**
  - Collaborates with the Head of Lower School and Lower School Director of Curriculum and Instruction to oversee all Lower School academic committees and groups responsible for evaluating, adopting, organizing, documenting, communicating, and implementing curriculum.
  - Collaborates with the Head of Lower School and Lower School Director of Curriculum and Instruction to oversee instructional practice in the Lower School, including, but not limited to selecting professional development opportunities, and coaching faculty.
  
- **Scheduling and Registrar Functions:**
  - Collaborate with the Head of Lower School and Design Team Lead to create faculty and student schedules
  - Coordinate Co-Curricular Calendar/Scheduling
  - Participate with leadership team in the annual calendaring process
  - Coordinate with Director of Information Systems regarding data systems, scheduling, and reporting
  - Oversee the planning and implementation of academic events and ceremonies

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- Coordinate with the Tech Team to create class lists and schedules for all JK-Grade 5 students
- Coordinate with Tech Team to ensure grading plans are accurate and up-to-date for progress reporting
- Communications:
  - The Assistant Head of Lower School assists the Head of Lower School in maintaining good lines of communication and an appropriate balance among the school's constituencies, including serving as the primary liaison to the Lower School.
  - Internal communications: weekly newsletter, faculty meeting presentation and delivery, announcements
  - External communications: weekly newsletter, events, coordination with Communications Team
  - Event Management and coordination
  - Ensure appropriate communication with parents through monthly letters, grade- level presentations, announcements and reminders
- Admissions:
  - Partners with the Associate Director of Lower School Admissions in supporting with tours, parent presentations, communications, and majority of events
  - Supports the Admission Team with file reading of incoming applicants
- Administrative Duties:
  - Assumes primary responsibility for Lower School operations and personnel in the absence of the Head of Lower School
  - Collaborate with the Head of Lower School to identify the best-qualified teaching candidates to fill Lower School vacancies for recommendation to the Head of School.
  - Support Grade 5 Team, Lower School Director of Curriculum and Instruction, Division Heads in the coordination of 5-6 transition meetings
  - Annually collaborate with and support the Head of Lower School to revise the student handbook and curriculum guide
- Perform other duties as necessary or assigned by the Head of Lower School in support of the Lower School and its leadership.

**Qualifications:**

- Bachelor's degree and teaching credential required; master's degree or higher preferred
- Minimum 5 years of lead teaching in an elementary classroom, including a strong understanding of life and work in an independent school community, or an equivalent combination of education and experience
- Minimum of three years of administrative and/or leadership experience at the elementary level.



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- Outstanding academic credentials, impeccable teaching skills, experience in academic leadership and student life, and insatiable intellectual curiosity
- Demonstrated leadership and team-building skills.
- Excellent verbal and written communication abilities; desire and ability to serve in a public role in the community
- Strong computer skills, including experience using Learning Management Systems (LMS)
- Initiative and creativity to develop and support a challenging, innovative, and exciting educational program.
- Exceptional intellectual and emotional intelligence
- Impressive diplomatic and negotiating skills
- Strategic and long-range institutional vision

### **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: \$125,000 - \$140,000 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.

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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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