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Lower School Dean of Students

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 Lower School Dean of Students will have primary oversight for student support, student activities, and student discipline. Reporting directly to the Head of Lower School, the Lower School Dean of Students will contribute to the Strategic Direction of our school as a key member of the Lower School Leadership Team, while building positive relationships with students and families. The Lower School Dean of Students works with students, parents, teachers and administrators to support students in their academic, social and emotional growth while advancing the mission of the School.

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

Essential Duties/Responsibilities:

The Dean of Students will:

- Oversee the student experience and foster a positive school climate that enhances community and student growth
- Ensure a consistent, developmentally appropriate, and Responsive Classroom and Restorative Practices based approach to discipline across the Lower School
- Co-develop and sustain key co-curricular programs, including Character Education, Human Development, and plan other special programs

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

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- Reviews student attendance data in the student information system

Student Support/Programming

- Coordinate and co-develop SEL programming with the Lower School counselor and other wellness initiatives with the Lower School Leadership Team
- Coordinate and co-develop Community Engagement Opportunities with JK-12 Director of Community Engagement
- Coordinate and co-develop Diversity, Equity, Inclusion, and Belonging programming with the DEIB Team and the Lower School Leadership Team
- Work with Middle and Upper School Deans to create age-appropriate and vertically aligned SEL curriculum
- Participate and lead appropriate student support conversations at the Grade Level Meetings or Student Success Team as necessary
- Coordinate and co-plan student visit days and new student orientations with the Associate Director of Lower School Admissions

Student Activities

- Advise Lower School Student Council and serve as the coordinating link to the Middle School/Upper School ASB
- Work in coordination with Lower School Leadership Team and Parents Association to coordinate community activities
- Collaborate with Lower School Leadership to coordinate and oversee student leadership opportunities
- Partner with the Lower School Leadership Team to build the annual calendar
- Coordinate and co-plan student assemblies
- Provide organizational and logistical support for grade-level field trips and Grade 5 camp

Student Discipline

- Oversee all student discipline issues
- Incorporate Responsive Classroom and Restorative Practices into all discipline matters and overall relationship-building
- Warm and friendly, yet also firm with student accountability for School rules
- Support faculty in managing classroom issues as needed
- Collaborate and actively partner with Integrative Programs Team to oversee student supervision throughout the academic day
- Be an active presence on campus throughout the day, especially during recess and transitional times (morning, lunch, after school)
- Collaborate with all necessary parties to oversee student safety
- Review, revise and enforce Parker's dress code

Administrative Duties

- Support Lower School Admissions
- Participate in Lower School Leadership Team and Grade Level Team meetings as needed

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- Lead the annual review of student handbook in collaboration with the Lower School Leadership Team
- Assist with New Faculty Orientation and provide support for new teachers
- Other duties as assigned by supervisor and based on interest and skill

Qualifications:

- A bachelor's degree and teaching certificate in elementary education required
- A graduate degree related to school administration or leadership is preferred
- A strong and sincere commitment to professional development both in pedagogy and content area
- Multicultural curriculum development and culturally responsive teaching-experience is preferred
- Have a successful history of working with elementary students and parents, be fully committed to the development of a well-rounded student, and have a history of professional interaction patterns with colleagues and parents
- High standards and high expectations for students
- Commitment to being a positive and contributing member of the professional community
- Maintain high professional standards for integrity, tactfulness, discretion, fairness, and confidentiality
- A love of children, a passionate commitment to the world of school, and a desire to work with all types of learners
- Extraordinary communication and presentation skills
- Exceptional organization, time management and prioritization skills
- 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: \$115,000 - \$125,000 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.



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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

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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