



*as far as the mind can see*

## **2024-2025 Lower School Junior-Kindergarten (JK) Associate Teacher and Extended Day JK Coordinator**

### **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:**

This full-time opening is for the 2024-2025 school year at the Mission Hills campus. The School is seeking a Junior-Kindergarten Associate Teacher and Coordinator with experience working in an early-childhood teaching environment and in an after-school/extended day program.

This Full-Time position is a one-year assignment. Employees will have the opportunity to re-apply from year-to-year.

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

**Morning Duties:** Work in cooperation with up to 3 junior-kindergarten teachers and 3 associate teachers ensuring appropriate child-teacher classroom ratios; instructing a variety of subjects in up to three (3) separate classrooms; assisting with playground duties and, as necessary, providing rotating relief for other JK support staff; and assisting with the creation, acquisition and management of curricular materials. Hours will be 9 am to 3 pm, Monday-Friday.

**After-School Duties:** Providing supervision for Parker Junior-Kindergarten students; helping plan, coordinate and manage the School's after-school enrichment program; interacting with and providing a positive example for the students. Hours are 3 to 5:30 pm.

[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



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**Additional Duties:** Providing lead supervision during full-day camps including Spring Break, Mid-Winter Break, and availability during Professional Development Days (one week before school starts, one week after school ends and 3-4 times throughout the school year).

**Qualifications:**

The Junior-Kindergarten Associate Teacher and Coordinator must be available to work Monday through Friday from 9 am – 5:30 pm. Applicants **must have earned a minimum of 12 units of Early Childhood Education units and hold current CPR/First-Aid certification.** Prior experience working with preschool-aged children, preferably in a school setting, is essential. The successful applicant will possess excellent organizational skills; collaborate well with school staff; quickly learn students' names; be willing to work as a strong team member while assisting with the hiring and supervision of staff; communicate well with parents and manage their concerns effectively; understand and implement all school safety and security practices; manage the playground in a manner consistent with school program; and have an abiding interest in helping young people experience success in school.

**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.

This Full-Time position is paid on an hourly basis, pay ranging from \$20 - \$25 per hour based on education and classroom teaching 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, 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)

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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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