

**ASSISTANT HEAD OF LOWER SCHOOL
LOWER SCHOOL DEAN OF STUDENTS
DIRECTOR OF CURRICULUM AND INSTRUCTION JK-8**

FRANCIS PARKER SCHOOL

San Diego, California

francisparker.org

Start Date: July 2024



FRANCIS
PARKER
SCHOOL



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM

Mission Statement

The Francis Parker School 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.

At a Glance



Established
1912



Lower School
enrollment
434



Financial aid awarded
\$7.56M



Zip codes represented
70+



Students of color
46%



Faculty in the
Lower School
47



Faculty with advanced degrees
67%



Student-faculty ratio
9:1

Enrollment: 1,330

Total faculty: 130

Faculty of color: 28%

Students receiving aid: 24%

Endowment: \$40M

Annual operating budget: \$55M

Honors and AP courses offered: 50+

Student clubs and organizations: 60+

Varsity teams: 20+

Campus size: 27 acres (Linda Vista: 22
acres; Mission Hills: 5 acres)



Overview

Francis Parker School in San Diego, one of the leading JK-12 schools in Southern California, is seeking three individuals for an exciting opportunity to be part of a new “team” leading its Lower School, filling the role of Assistant Head of the Lower School as well as two newly created positions; Lower School Dean of Students and Director of Curriculum and Instruction JK-8 Curriculum. With a mission 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 been cultivating active learners since 1912. Located on two campuses (Lower School and Middle & Upper School), the School gets its name from one of the country’s first progressive educators, Colonel Francis Parker, whose school in Chicago with its approach to education, appealed to the School’s founders, Clara Sturges Johnson and William Templeton Johnson.

Character education remains a hallmark of a Parker education, with the School’s emphasis on character education guided by the acronym STRIVE: **S**eek always to do your best; **T**reat people and property with respect; **R**evere the truth; **I**ntest in your future; **V**alue School rules, your heritage, and personal responsibility; **E**nrich the world for all. School life tends to follow Parker’s axioms, No Boring Days and No Limit to Better. One immediately senses the School’s vibrant integration of academics, the arts, and athletics, led by an experienced faculty with an unswerving attention to student learning and to superior pedagogical practice. The work culture is positive and rigorous, with a growth mindset and a collegial, collaborative culture. Students appreciate that they have many pathways to follow and ways to engage and take ownership of the learning through their time at Parker. Parents are grateful not just for the solid academic program but also for everything that goes with it, including the School’s value system. The School also has a strong accreditation history with CAIS and WASC.

The design of the well-appointed and well-resourced campuses still follows the principles of the founders, to create a harmonious relationship between the School’s 1,330 students and their environment. The modern campuses, in a diverse neighborhood near the University of San Diego, have a distinctly southern California-open-air feel. All the classrooms open to the outdoors and take advantage of San Diego’s consistently mild climate. The recent release of the [Strategic Direction document](#) and the [Parker Forward](#) construction for an outdoor aquatics center and second competitive gym has added further excitement and market competitiveness to the School’s future.



Assistant Head of Lower School

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.

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;
- 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;
- 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 experienced 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 Range: \$125,000 - \$140,000 per year.



Lower School Dean of Students

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.

Essential Duties/Responsibilities:

- 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;
- 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;
- 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 Range: \$115,000 - \$125,000 per year

Director of Curriculum and Instruction — JK-8

The Director of Curriculum and Instruction - JK-8 has the responsibility of improving the quality, coherence, and consistency of education delivered in the School's three divisions with primary responsibility to the JK-5 sequence and collaborative responsibility for grades 6-8. Collaboration with Division Heads, Assistant Division Heads, Office of Belonging, and the Director of Curriculum and Instruction 4-12 to oversee the evaluation, validation, and evolution of curricula and teaching standards is the heart of this role.



Essential Duties/Responsibilities:

The Director of Curriculum and Instruction - JK-8 will observe teachers' instruction, analyze assessment data, assess education standards, review curricular materials, recommend instructional techniques, arrange professional development workshops, provide training on culturally responsive teaching practices, develop assessments, and respond to questions from Division Heads, Department Chairs, and Teachers. The Director of Curriculum and Instruction - JK-8 will collaborate with the Director of Curriculum and Instruction 4-12 and members of the Student Program Team to co-lead professional learning and to align and support coordination of Parker's work in Strategic Direction.

Specific responsibilities include:

Curriculum

- Partner with Parker's four divisions to lead and support systems and processes for the selection, development and curation of curricular resources and placement policies across JK-8 so that all students have access to high quality curriculum;
- Conduct curriculum audits and gather and utilize other sources of quantitative and qualitative data to monitor progress towards improved student and staff outcomes;
- Partner with the Director of Curriculum and Instruction 4-12 to support and improve the Grade 5 to 6 and Grade 8 to 9 transition.

Instructional Practice

- Build capacity in teachers and leaders in understanding and designing instructional resources, support, and guide teams in the process of revision and refinement of curriculum and equitable instructional practices;
- Lead and facilitate learning walks with various constituencies to assess the quality of teaching and learning and move instruction towards the ideal state of Parker teaching and learning;
- Assess the impact of shifts to curriculum and curricular resources, PD, and instructional practices on student and staff outcomes.

Professional Development

- Collaborate with the Student Program Team to identify annual focal areas for professional growth;
- Collaborate, co-create, and co-deliver professional development for leaders and teachers across the School;



- Collaborate with the Student Program Team to co-create, oversee, and execute a professional learning scope and sequence and curricular alignment outlined in Parker's Strategic Direction;
- Other duties as assigned by supervisor and based on interest and skill.

Qualifications:

- Deep experience as a classroom teacher practicing at the highest level of competency;
- Instructional and programmatic vision, leadership, and knowledge of JK-8 educational standards;
- 2 or more years' experience planning and leading professional development for educators required;
- 2 or more years' experience coaching teachers required;
- Strong analytical and culturally competent skills for evaluating teaching strategies and instructional materials;
- Skill in creating data-driven processes to evaluate curriculum and pedagogical practices through internal and external metrics of success;
- Robust pedagogical knowledge and skills to mentor and build capacity in teachers and leaders on effective culturally fluent/competent instructional practices and responsive classroom management techniques;
- Familiarity and comfort with the "train the trainer" model of professional development in order to build capacity in leaders and faculty across the School;
- Outstanding collaboration, communication, and relationship-building skills;
- Bachelor's degree and teaching certificate required;
- Graduate degree related to curriculum and instruction, school administration, or leadership preferred;
- Proficiency in using technology to communicate, track and analyze data;
- A strong and sincere commitment to professional development both in pedagogy and content area;
- Multicultural curriculum development and culturally responsive teaching experience is preferred;
- Strong interpersonal and cultural competency skills when working with students, parents, faculty, and School leadership;
- High standards and high expectations for students;
- Commitment to being a positive and contributing member of the professional community;
- 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;
- A desire to work in a highly collaborative environment.

Salary Range: \$110,000 - \$115,000 per year

Learn More

Click on the links below to learn more about Francis Parker School.

[School Website](#)

[School History](#)

[Strategic Plan](#)

[Diversity, Equity, and Inclusion](#)

[Virtual Campus Tour](#)

[School Profile](#)



To Apply

Interested and qualified candidates are invited to contact the consultants in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

John Faubert

Consultant

john.faubert@carneysandoe.com

Sabrina Zurkuhlen

Consultant

sabrina.zurkuhlen@carneysandoe.com