



as far as the mind can see

Lower School Technology Coordinator

About Francis Parker School:

Francis Parker School is a coeducational independent day school in San Diego, California with 1300+ 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".

Overlooking Mission Valley, two separate campuses serve students in Lower School – junior kindergarten through 5th grade; Middle School – 6th grade through 8th grade and Upper School – 9th grade through 12th grade. As a college preparatory school Parker offers a comprehensive program that includes twenty-five advanced placement courses as well as a rich palette of electives – all designed to meet the individual needs of our students.

Job Description:

This opening is a 12-month position for the 2020-2021 school year starting the first week in July. The Lower School Technology Coordinator reports to the Director of Technology. Their responsibilities include:

- Classroom management
- Collaboratively designing lessons for multiple grade levels (K-5)
- Attending staff development in-services, providing technology professional development to faculty and staff, faculty meetings, grade-level and other departmental meetings as required (including time spent on the Linda Vista campus)
- Communicating students' progress to parents in a timely manner and as required by grade reporting protocol
- Keeping current with required technology tools and safety practices
- Updating and refining scope and sequence documents
- Managing classroom resources
- Attending duties as scheduled
- Setting, reviewing, refining and achieving professional goals

While students are central always, the faculty and staff who deliver our programs are no less important. Not only are we well qualified professionally, but also we share a deep commitment to the development of our children, to our own professional growth, and to the larger communities in which we teach and learn. A positive and purposeful spirit abides at Parker. Adults who believe in our students, our school, and ourselves, promote this tone, in both substance and style.

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Qualifications:

Applicants should have a bachelor's degree; a teaching credential and an advanced degree are desirable. Prior teaching experience in the mid- to upper- primary grade levels is required. The successful applicant will:

- Possess excellent verbal, written, and interpersonal skills
- Demonstrate strong instructional and classroom management skills, ideally developed in a STEM environment
- Familiar with multi-media production, coding and robotics, and learning management systems
- have a clear understanding of the ISTE Standards for Students and Educators
- Familiar with common technology software and apps appropriate for the elementary years and capable of curating them for effectiveness and grade-level appropriateness
- Have expert knowledge of the iPad and iPad OS
- Possess advanced knowledge of the Google G-Suite
- Adept with using hand tools (i.e., saws, hammers, drills, and screwdrivers)
- Have a clear understanding of the design process and an abiding interest in using it to help students learn new skills, create and innovate, solve problems, and develop increasingly sophisticated projects
- Successful working collaboratively within teams
- Serve as a liaison to the Lower School technology/design staff
- Willing to contribute to school activities outside of the Design/Technology lab
- Have a strong grasp of digital citizenship and the ability to teach it to students
- Provide support for the JK-12 Technology Team during non-teaching days and during the summer

The successful candidate will be able to communicate and collaborate with the Technology Coordinators on the Middle and Upper School campuses and to coordinate and develop curriculum with the Lower School staff.

Additionally, candidates should be capable of and willing to embrace Parker's unwavering commitment to being a diverse, equitable, and inclusive community that creates a culture of respect for all.

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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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:

A cover letter, resume, transcripts and a completed employment application should be submitted electronically to:

Quoc Vo, Director of Technology

qvo@francisparker.org

<https://www.francisparker.org/about-us-/employment>

Please indicate the position you are applying for in the subject line

www.francisparker.org

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