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## **Assistant to the Head of School and Institutional Data Analyst**

### **About Francis Parker School:**

Francis Parker School is a coeducational independent day school in San Diego, California with 1250 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:**

The Assistant to the Head of School and Institutional Data Analyst provides critical support for the Head of School, Board of Trustees, and the Senior Leadership Team. The Assistant to the Head of School and Institutional Data Analyst plays an important role in support of the School's mission and strategic priorities by managing, planning, analyzing, and reporting on institutional data to internal and external constituencies.

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

#### Board of Trustees

- Act as a liaison for the Board of Trustees on behalf of the Head of School
- Assist the Board Chair in all Board-level communications
- Coordinate, schedule, plan, and execute all Board meetings and events, and support the staff liaisons for all Board Committee meetings and events
- Maintain files for all meeting minutes, charters and objectives, confidentiality statements, bylaws, and other Board and Board Committee materials

#### Head of School

- Act as a liaison between the Head of School and all major School constituents, including the coordination of key meetings
- Maintain easily accessible correspondence files and other files as necessary and appropriate

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- Plan, administer, and execute Faculty and Staff events and all-employee meetings, including but not limited to: professional development weeks, new employee orientation, holiday and beginning-of-school and year-end celebrations
- Plan, manage, and execute annual Commencement ceremony
- Complete special projects as requested

Institutional Data Analysis

- Provide institutional data and analyses that support the School's academic programs and inform institutional decision-making
- Respond to regular and ad hoc requests for institutional data to a wide range of internal audiences, including the Board of Trustees and senior leadership
- Establish a data repository and manage its usability, integrity, availability, and security
- Provide institutional research support for strategic planning, academic program review, and peer data comparison
- Effectively organize, summarize, and communicate data results in tables, charts, and other documents to a broad range of audiences
- Assist with development, implementation, and annual reporting of the Strategic Plan

General

- Work collaboratively with all constituents, including alumni, parents, grandparents, students, faculty and staff, and leadership volunteers
- Perform other duties as assigned

**Qualifications:**

- Bachelor's degree is required
- Minimum 3-5 years of experience in a professional setting
- Excellent organizational skills
- Experience in quantitative and qualitative data analysis including familiarity with advanced statistical tools and techniques
- Ability to extract, warehouse, and compile data from information systems, with knowledge of systems such as Education Edge and Raiser's Edge.



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- Manage highly-sensitive, confidential information with the highest level of discretion and expediency
- Proclivity to work with a variety of people
- Meticulous attention to detail
- Excellent communication skills, both verbal and written
- Demonstrates tact, patience, professionalism, and a sense of humor in all settings
- Comfortable in social situations
- Possesses a high-level of social and emotional intelligence
- Ability to work both independently and in a team environment
- Conscientious, self-motivated, diplomatic, and collaborative
- Ability to maintain confidentiality
- Creative thinker who seeks to engage the School community and beyond
- Ability to prioritize tasks appropriately and strong problem-solving skills
- Proficient using the Microsoft Office suite (Word, Excel, PowerPoint) or other similar applications (e.g., Google Docs)
- Knowledge of Dynacal or a similar facility reservation system a plus
- Ability to manage several projects concurrently with frequent interruptions

### **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, 403(b) Retirement Benefits and full medical/dental coverage. Individual salary is negotiable depending on years of experience and educational background.

### **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

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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:**

A cover letter and resume should be submitted electronically to:

Kevin Yaley, Head of School

[fpsjobs@francisparker.org](mailto:fpsjobs@francisparker.org)

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

[www.francisparker.org](http://www.francisparker.org)

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