



Parker

Assistant Principal Begins July 1, 2021

Francis W. Parker School is seeking a dynamic progressive education leader with strong administrative experience and demonstrated commitment to diversity, equity and inclusion to be our next Assistant Principal.

About Francis W. Parker School

Francis W. Parker School is a renowned JK-12th grade progressive independent Chicago day school. Founded in 1901, the school currently enrolls 935 students and employs 200 dedicated faculty and staff members who, in addition to assistant teachers, substitute teachers and coaches, work together to ensure that the School lives up to its Mission to “educate students to think and act with empathy, courage and clarity as responsible citizens and leaders in a diverse, democratic society and global community.” Learn more about our history and educational philosophy, The Three Pillars of Parker [here](#).

The Exceptional Opportunity

An ideal position for candidates with prior Division Head, Director of Diversity, Equity and Inclusion or Director of Studies experience looking for their next leadership development opportunity, the Assistant Principal reports directly to, and works in close collaboration with, the Principal in developing, coordinating and maintaining all programs and services required to support student and faculty/staff optimal experience and achievement, and serves as an integral member of the administrative team that develops and implements all school programs.

Primary Responsibilities

- **Close Collaboration with the Principal:**
 - With the Principal and administrative team members, the Assistant Principal will uphold Parker’s Mission, Ethos and Diversity Statements in the development and implementation of the Principal’s goals and objectives for all school activities in the School’s work with all constituent groups.

- **Oversee All Educational Programming:**

- Working closely with the Principal, Division Heads, Directors of Studies, and Department Chairs, coordinate the school's educational program including the systematic infusion into the curriculum, and faculty and staff professional development, all diversity, equity and inclusion programming and institutional advancement efforts to support this comprehensive school-wide mission-based effort.
- Coordinate the work of the DEI co-chairs, DEI faculty and staff facilitators, and parent and alumni DEI committees.

- **Day to Day Operational Management:**

- Faculty, Staff, Legal, Safety Domains**

- Oversee and manage department chairs and Directors of Studies in close collaboration with the Principal and Division Heads, and serve as Chair the Teaching and Learning Council (academic council which includes all Department Chairs, Division Heads, and Directors of Studies).
- Attend and participate in other educational committees such as Educational Council and Corinthian Council.
- Work with the New Faculty and Staff Orientation Committee to establish programs for the orientation of new colleagues; with the Principal, Division Heads, and Director of Studies in supporting in-service training of all teachers, assist in coordinating the evaluation of teachers, and to ensure that teachers are familiar with and adhere to school policies in all areas of the school operation.
- Serve as liaison to the Faculty Association, Collective Bargaining Agreement (CBA) and during related negotiation processes.
- Oversee school accreditation processes.
- Ensure compliance with legal requirements of government regulations and agencies; maintain the educational standards established by the State of Illinois and by those agencies that examine and accredit the School.

- Manage professional development of faculty and staff in collaboration with the Principal and Division Heads.
- Work toward a resolution of all problems - both routine and unique - as they arise; keep the Principal informed of events, programs, activities, concerns, and opportunities for the School.
- Assist the Principal in recruiting, hiring and retaining a diverse faculty to increase the presence of faculty of color.
- Strive for unity, harmony, and cooperation through tact, helpfulness, respect, and recognition of individual differences and the special abilities and strengths of each teacher and staff member.
- Manage a variety of school administrative functions for the purpose of enforcing school policy and maintaining safety and efficiency of school operations.
- Supervise the Executive Assistant to the Assistant Principal, Athletic Director, Auditorium Manager, and School Nurses.
- Special projects as assigned at the discretion of the Principal.

Student Experience

- Conduct meetings with faculty, staff, and parents that deal both with routine school matters and with the stimulating exchange of ideas on issues of educational/philosophical interest and concern.
- Assist in supervising and maintaining auxiliary programs and use community resources to supplement the School's programs.
- Define and disseminate information about School policies and procedures to parents, students, staff, and community.

Campus Logistics / Community Liaison

- Represent the Principal's Office within the school community at forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to the school environment.
- Represent Francis W. Parker School with the Alderman, local police, fire department and other community entities that interact with the School.
- Manage drop-off/pick up procedures of students in collaboration with Division Heads.
- In collaboration with Director of Auxiliary Programs, manage rental of facilities to outside groups for non-school events.
- Coordinate with Director of Facilities any campus construction or building renovation.

Emergency Preparedness

- Oversee execution of emergency drills, all-school safety training, development of School manuals, and campus maps/egress routes.
- Ensure safety programs and buildings are in compliance with all applicable laws.
- Be aware of the educational, physical, social, and psychological needs of the members of the school community, and develop plans for meeting these needs.

Qualifications and Requirements:

Education and Experience

- Master's Degree in education and/or school administration or similar degree
- At least five (5) years relevant school leadership experience as Division Head, Director of Diversity, Equity and Inclusion, Director of Studies, or similar senior administrative role.

Additionally, the ideal candidate will have a proven track record of success in the following areas:

Progressive Education

An understanding of and experience with the tenets of progressive education that can provide inspiring visionary ideas and structures for growth and development among students and teachers, the curriculum, and school culture.

Supervisory Experience

Supervisory experience, including budgeting, hiring, faculty and staff evaluation, mentoring, team-building skills.

Cultural Competency / Commitment to Diversity

Experience in and a commitment to developing one's own cultural competency and seeking continually greater levels of diversity, equity and inclusion in all practices.

A strong commitment to foster an inclusive and diverse learning environment that cultivates an awareness of and sensitivity regarding differences including, but not limited to, race, ethnicity, gender, socioeconomic status, and sexual orientation, as noted in the school's Diversity Statement.

Communication Skills

Excellent interpersonal and communication skills, including technological proficiency, and demonstrated success in working collaboratively and flexibly with colleagues, staff, parents, volunteers, and the surrounding community.

COMPENSATION

Francis W. Parker School is committed to attracting and retaining top educators and administrators by offering a comprehensive compensation plan including competitive salary, retirement benefits including a generous match, full medical/dental coverage and wellness plans. Individual salary is commensurate with experience. See a more comprehensive list of Francis W. Parker School benefits and perks [here](#).

TO APPLY

Please submit cover letter with resume by email or fax to **(no telephone inquiries please)**:

Laureen Sweers, Director of Human Resources
Francis W. Parker School
330 W. Webster Avenue
Chicago, IL 60614
resumes@fwparker.org
Fax: 773.549.4430

The faculty, staff and administration of Francis W. Parker School are integral parts of the School's community. Through their passion, dedication and commitment to the School's mission, they create and support an environment where exceptional child-centered learning can occur.

Francis W. Parker School is committed to cultivating a community of dedicated students, parents, faculty and staff, trustees, administrators and alumni, who acknowledge, respect, and esteem diversity in our school; and who reflect, through their presence, the diversity of Chicago communities and the wider world.

Francis W. Parker School is an equal opportunity employer.