Lower School Dean of Student Life (Begins July 1, 2020)

Job Summary:
Francis W. Parker School is a renowned JK-12th grade independent day school. Founded in 1901 on the tenets of progressive education, the School currently enrolls 940 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.”

We are currently seeking a dynamic educational leader to be our new Lower School Dean of Student Life. Reporting to and working in close collaboration with the Head of Lower School, the Lower School Dean of Student Life works with colleagues throughout the Lower School to plan, organize and maintain a high quality of student life for all students in junior kindergarten through third grade.

The primary aim of this year-round administrative position is to oversee Lower School student activities and maintain a portfolio of student-life work as assigned by the Head of Lower School. The Lower School Dean of Student Life ensures that student life at Parker is rich, rewarding, safe, and consistent with the School’s overall values and mission.

Essential Functions:
To support our inclusive and collaborative culture, the following abilities and attributes are required to support the Lower School Division:

- Organize and manage age-appropriate early childhood and elementary activities
- Keep the Head of Lower School informed of the status and progress of all programming beyond the classroom, and of school climate, student morale, and current issues
- Provide administrative support to faculty, staff, and students when the Lower School Division Head is unavailable
- Serve as primary administrative support to kindergarten faculty and staff in helping the school’s youngest students become acclimated to attending school
- Serve as a member of the diversity, equity and inclusion (DEI) team, charged with ensuring that life in the Lower School is inclusive and equitable for all students, and encouraging the continued development of cultural competency within the whole community
- Understand, appreciate and help educate parents about our play-based curriculum model in kindergartens
- Work alongside Admission Team during kindergarten play groups for junior and senior kindergarten applicant students
- Experience with an anti-bias curriculum
- Support with key transition periods such as arrival and dismissal
- Lend counsel to Head of Lower School on disciplinary matters as needed
- Other duties as assigned
Required Qualifications:

- Bachelor’s degree in Early Childhood Education, Elementary Education or other human development field required
- Masters in a related field of study preferred (i.e. early or elementary childhood)
- Experience working with early childhood or elementary children and an understanding of play-based programs
- Possess the cultural competence and fluency in identity development needed to empower students and families in an inclusive and equitable community
- Demonstrated success in working collaboratively, flexibly, with empathy, humor and good judgement with students, colleagues, families
- Experience as a team-builder and collaborator; ability to build effective relationships; demonstration of strong problem solving and conflict resolution skills
- Excellent interpersonal and team-building skills, spoken and written communication
- Effective organizational, managerial, and planning skills with keen attention to detail
- Database management skills and comfort with technology, especially Google Apps
- Enjoyment in working with early childhood students in both classroom and non-classroom settings

Compensation:
Commensurate with background and experience; comprehensive benefits package.

To Apply:
Please submit cover letter with resume, references and salary requirements 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.