



Job Description Principal for the High School

The Franklin School of Innovation (FSI) is a rigorous, college prep, project-based, interdisciplinary charter middle and high school in Asheville, N.C. that uses the EL Education (formerly Expeditionary Learning) model to prepare students in grades 6 -12 to create their own futures. The school opened in August 2014, serving grades 6 – 9. This school year we are grades 5 – 12, have 480 students and we will graduate our first class of Seniors this Spring. FSI is hiring extraordinary individuals to participate in a unique educational program. FSI's school culture encourages all community members to become crew, not passengers, in a climate of mutual respect, collegiality, collaboration, and professionalism.

The Franklin School of Innovation is seeking a dynamic, dedicated, and talented Principal for the High School with a background in High School leadership and administration to join our school.

The FSI Mission:

The Franklin School of Innovation is preparing the next generation of leaders, capable of solving problems and participating effectively and ethically as local and global citizens. Through challenging academics, real-world learning, and community engagement, our students discover their potential, develop persistence, and recognize the value of others. Our graduates are ready for the future they will create.

Job description:

Leadership Facet	Job Specific Responsibilities (based on EL Core Practices and NC Principal and Assistant Principal Leadership Standards)
Strategic	<ul style="list-style-type: none"> • Communicate the vision & mission of FSI through weekly faculty communications, meetings, and interactions with parents & students • Contribute to the development of systems for change and action (e.g. EL work-plan, school improvement plan; leadership team) • Participate in review and revision of school vision, mission, goals (charter renewal, EL credentialing, EL work-plan) • Analyze and respond to data to address gaps, set goals, and measure progress (mid-year review, implementation review, etc.) • Lead collaborative decision-making about high school schedule, curriculum, and professional learning • Facilitate annual review and revision of faculty handbook sections pertaining to student behavior, professional development, and faculty evaluation • Strategize for the long-term growth of high school toward credentialing and accreditation • Partner with EL school designer to strategize for implementation of EL model in the high school
Instructional	<ul style="list-style-type: none"> • Ensure that high school teachers understand and fully implement the curriculum as detailed in curriculum maps; • Develop and oversee plans for curriculum review and development working closely with Executive Director and instructional coaches • Ensure the resources, materials, and supplies are in place to fully implement

	<p>the curriculum. Involve teachers in requesting supplies, materials, and curricular materials. Seek Executive Director approval for larger budget investments</p> <ul style="list-style-type: none"> • Ensure that instruction is effective and meets the needs of diverse learners. Ensure teachers employ techniques of active pedagogy as described in EL benchmarks • Propose high school instructional goals to Executive Director based on data and feedback. Support teachers in setting personal goals, monitor and support progress toward goals • Ensure equity in instructional delivery. Promote school-wide belief that all students can learn and achieve at high levels. • Develop instructional schedules for classes to support instructional & curricular goals. Ensure common planning time for grade-level teachers. • Collaborate with EC Director to ensure appropriate inclusion and pull out services. • Support and monitor comprehensive expedition planning & documentation • Help build community partnerships to support expedition experts and fieldwork • Create a system for equitable emergency subs; assist in finding subs for teachers who need them
Cultural	<ul style="list-style-type: none"> • Support teachers through clear, consistent, and positive feedback • Listen compassionately to teachers and when possible respond with solution-oriented action • Use EL traditions, protocols, and structures in faculty and community gatherings • Support the teaching and reinforcement of habits of scholarship that guide the school's character program • Demonstrate a growth mindset and celebrate it in others • Create a culture of equity that values diversity and inclusion • Foster student leadership, service, and stewardship. Support teachers in the consistent implementation of discipline policy, behavior expectations, and school-wide norms. • Make determinations for all short-term suspensions; make recommendations for long-term suspensions or expulsions to Executive Director.
Human Resources	<ul style="list-style-type: none"> • Assemble interview teams for available positions. Review and revise hiring protocols, questions, and process. • Communicate and coordinate with prospective teachers. Collaborate with Executive Director to schedule and conduct interviews & check references. • Submit contract recommendations to Executive Director for new and returning faculty. • Contribute to the development of annual PD calendar based on needs of high school faculty; collaborate with Executive Director, school designer, and Leadership Team to plan and coordinate PD calendar. • Collaborate with admin team, school designer, and faculty to plan and facilitate weekly differentiated professional development sessions. • Conduct all aspects of NCEES teacher evaluations; enter and document teacher evaluations on NC on-line evaluation system. • Assign instructional coaches to best meet the coaching needs of faculty; develop and implement formal Action Plans to support teacher development when needed.

	<ul style="list-style-type: none"> • Design structures and schedules for teacher collaboration (PLCs, data teams). • Support and monitor NC new teacher mentoring program for high school teachers. • Communicate regularly with high school teachers through weekly or bi-weekly emails or other forms of communication. • Conduct regular informal walk-through observations & provide PQS feedback to teachers.
Managerial	<ul style="list-style-type: none"> • Use and improve systems for information management and storage that comply with confidentiality parameters and promote collaboration • Allocate resources to support student achievement • Create systems for tracking professional development credits for all staff and interfacing with NC Teacher Licensure department • Monitor EL contract log and collaborate with School Designer to adjust work-plan details throughout the year
External Development	<ul style="list-style-type: none"> • Partner with Executive Director in recruiting students & families • Represent the school in external functions where curriculum and professional development are discussed • Implement processes to engage parents and other stakeholders in meaningful participation; create systems that engage all community stakeholders in a shared responsibility for student and school success. • Design protocols and processes that ensure compliance with state mandates and regulations. • Advocate for the school in the community and with parents; support communication of the school's accomplishments to community & media. • Build relationships with individuals and groups to support the school's programs.
Micro-political	<ul style="list-style-type: none"> • Create mechanisms to ensure faculty voices are heard (internal communications; faculty meetings) • Listen compassionately to teacher concerns and address them effectively • Mediate between faculty, parents, and leaders with respect and fairness • Maintain transparency in communications and decision making
Academic Achievement	<ul style="list-style-type: none"> • Identify appropriate-research based assessments to track school data • Model using data effectively (data teams, student-led conferences)) • Measure student achievement and growth using multiple measures • Analyze and take action to address gaps based on the data • Contribute to data archive to support EL credentialing portfolio across three dimensions (quality work, character, mastery of skills and content) • Collaborate with and support testing coordinator to ensure full compliance with NC READY Accountability program

Credentials:

- Hold a valid North Carolina secondary teaching credential.

Education/Experience/Skills:

- Bachelors or Master's Degree in applicable field of study/education from an accredited college or university.
- Previous HS administration experience required
- Demonstrated experience with experiential or project-based learning.



- Excellent knowledge and understanding of the teaching and learning process.
- Demonstrated success in effectively solving challenging problems through a positive, collaborative approach.
- Evidence of a high level of organization and the ability to work closely and effectively with students, parents, and colleagues in the school.
- Interest in the mission and educational goals of The Franklin School of Innovation
- Knowledge of the financial aid process
- Excellent oral and written communication skills.
- Ability to work with diverse populations.

Personal and Leadership Skills:

- Ability to work collaboratively and effectively with students, parents, administrators, colleagues, community, and other school community staff.
- A strong sense of personal accountability for student achievement.
- Outstanding listening, written and oral communication skills.
- Unshakeable belief that all students can learn and achieve at high levels.

Compensation and Development:

- Salary Target: \$ per year
- Benefits include NC State medical benefits
- School-sponsored 401k
- On-going Professional Development with Expeditionary Learning including one-on-one technical assistance from EL staff, regional and national training institutes.
- Non-EL regional/state/national training, programs and conferences on areas of school startup, finance, and leadership.

Application Process:

Please email application to **jobs@thefsi.us**. No faxed applications, please. Complete application packets include: Cover letter, résumé/curriculum vitae, copy of credentials, transcripts, three letters of recommendation, references. Deadline to Apply is **March 30, 2018**.

All applications will be treated as confidential.

For all questions or nominations:

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