

Job Description - Assistant to Student Services Coordinator

The Franklin School of Innovation (FSI) is a rigorous, college-preparatory, interdisciplinary, public charter middle and high school in Asheville, N.C. that uses the EL Education (formerly Expeditionary Learning) model to prepare students in grades 5 -12 to create their own futures. The school opened in August, 2014, serving grades 6 – 9. The school has expanded each year and now serves grades 5-12.

As we continue to support our growth The Franklin School of Innovation is seeking a Part-time position as an Assistant to the Student Services Coordinator.

The FSI Mission:

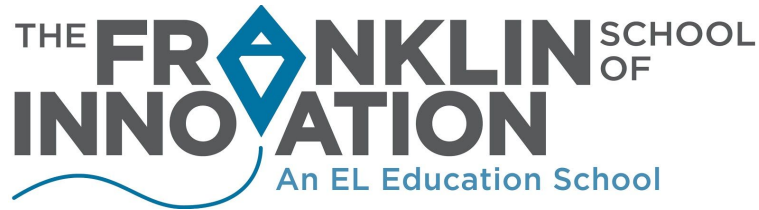
The Franklin School of Innovation is preparing the next generation of leaders, capable of solving problems and participating effectively and ethically as local and global citizens. Through challenging academics, real-world learning, and community engagement, our students discover their potential, develop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

Job Description:

This individual will be responsible for assisting the Student Services Coordinator with enrollment, daily attendance, scheduling tours and student visits, and obtaining and maintaining student records throughout the year.

Responsibilities:

- Maintain student files/records in compliance with state regulations.
- Assist in tracking attendance including sending weekly letters to parents, tracking attendance per FSI's 5 day credit rule (high school only) & 20 day rule, notifying students & families when make-up days are needed, overseeing make-up days, and scheduling attendance conferences.
- Scheduling prospective student tours
- Assist EC Teachers with medication management and documentation for all medications administered to students while at school.
- Assist with production of quarterly report cards & annual transcripts, including reviewing for accuracy, printing, and distribution.
- Process high school schedule changes per FSI's policy.



Qualifications:

- Commitment to FSI's mission;
- Detail oriented;
- Ability to work in fast paced environment;
- Demonstrated organizational skills;
- Demonstrated ability to work collaboratively as well as take initiative;
- Proficiency in Word, google docs, spreadsheets required
- Ability to work 8:00 am - 1:00 pm daily
- Background check required prior to employment

Salary Target:

- Competitive salary based on experience

Application Process:

Please email application to jobs@thefsi.us. No faxed applications, please. Complete application packets include: Cover letter, résumé/curriculum vitae. **Applications will be reviewed as received.**

All applications will be treated as confidential.