



## **Job Description**

### **Assistant Principal for the Middle 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 6 -11, serving 400 students. In the 2017 – 2018 school year we will add a new 5<sup>th</sup> and 6<sup>th</sup> grade and we will graduate our first high school class.

**The Franklin School of Innovation is seeking a dynamic, dedicated, and talented Assistant Principal for the Middle School with a background in youth development to join the 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.

#### **Core Elements of our Educational Model:**

- *Learning Expeditions:* FSI is an EL Education (formerly Expeditionary Learning) school. Expeditions are long-term, teacher-designed studies, often multi-disciplinary, that involve students in original research, critical thinking and problem solving. They often incorporate fieldwork or service learning and culminate in student products of value to an external audience.
- *Peer Advisories ("Crew"):* Peer advisories meet daily to explicitly work on Habits of Scholarship, develop strong relationships, and prepare for SLCs and Passages.
- *8th & 10th Grade Passage Portfolios:* All students develop individual portfolios to demonstrate mastery of academic standards as well as development of habits of scholarship and self-reflection. At 8th and 10th grades, these portfolios are used to showcase students' readiness to move forward to the next level of education.
- *Internships/Mentored Studies:* High school students will complete a self-designed internship or mentored study to develop practical career and life skills.
- *Service Learning:* Integrated into our academic program to enrich learning, provide real-world applications, and build students' understanding of themselves as local and global citizens.



**Job description:**

Leadership Facet	Job Specific Responsibilities (based on <a href="#">EL Core Practices</a> and <a href="#">NC Principal and Assistant Principal Leadership Standards</a> )
Strategic	<ul style="list-style-type: none"> <li>• Communicate the vision &amp; mission of FSI through weekly faculty communications, meetings, and interactions with parents and students.</li> <li>• Contribute to the development of systems for change and action (e.g. EL work plan, school improvement plan; leadership team).</li> <li>• Participate in review and revision of school vision, mission, goals (charter renewal, EL credentialing, EL work plan).</li> <li>• Analyze and respond to data to address gaps, set goals, and measure progress (mid-year review, implementation review, etc.).</li> <li>• Support collaborative decision-making about middle school schedule, curriculum, and professional learning.</li> <li>• Facilitate annual review and revision of faculty handbook sections pertaining to student behavior, professional development and faculty evaluation.</li> <li>• Partner with EL school designer to strategize for implementation of EL model in the middle school.</li> </ul>
Instructional	<ul style="list-style-type: none"> <li>• Support middle school teachers' understanding and implementation of the curriculum as detailed in curriculum maps.</li> <li>• Develop and oversee plans for curriculum review and development working closely with Executive Director and instructional coaches.</li> <li>• Support teachers in implementation of effective instruction that meets the needs of diverse learners. Support and model techniques of active pedagogy as described in EL benchmarks.</li> <li>• Propose middle school instructional goals to Executive Director based on data and feedback. Support teachers in setting personal goals, monitor and support progress toward goals.</li> <li>• Ensure equity in instructional delivery. Promote school-wide belief that all students can learn and achieve at high levels.</li> <li>• Collaborate with EC Director to ensure appropriate inclusion and pull out services.</li> <li>• Support and monitor comprehensive expedition planning &amp; documentation.</li> <li>• Help build community partnerships to support expedition experts and fieldwork.</li> <li>• Create system for equitable emergency subs; assist in finding subs for teachers who need them.</li> </ul>
Cultural	<ul style="list-style-type: none"> <li>• Support teachers through clear, consistent, and positive feedback.</li> <li>• Listen compassionately to teachers and when possible respond with solution-oriented action.</li> <li>• Use EL traditions, protocols, and structures in faculty and community gatherings.</li> <li>• Support the teaching and reinforcement of habits of scholarship that guide the school's character program.</li> </ul>



	<ul style="list-style-type: none"> <li>• Demonstrate a growth mindset and celebrate it in others.</li> <li>• Create a culture of equity that values diversity and inclusion.</li> <li>• Foster student leadership, service, and stewardship. Support teachers in consistent implementation of discipline policy, behavior expectations, and school-wide norms.</li> <li>• Support teachers in effective classroom management; respond to and resolve lower level discipline incidents, including contact with parents. Consult with Executive Director for all short-term and long-term suspensions.</li> </ul>
Human Resource	<ul style="list-style-type: none"> <li>• Assemble interview teams for available positions. Review and revise hiring protocols, questions, and process.</li> <li>• Communicate and coordinate with prospective teachers. Collaborate with Executive Director to schedule and conduct interviews and check references.</li> <li>• Contribute to development of annual PD calendar based on needs of middle school faculty; collaborate with Executive Director, school designer, and Leadership Team to plan and coordinate PD calendar.</li> <li>• Collaborate with admin team, school designer, and faculty to plan and facilitate weekly differentiated professional development sessions.</li> <li>• Coordinate with Executive Director for initial and mid-year observations; enter and document initial and mid-year NCEES PDP and observations on NC on-line evaluation system. Consult with Executive Director regarding final evaluations.</li> <li>• Consult with Executive Director and make recommendations regarding coaching needs of faculty; assist in development and implementation of formal Action Plans to support teacher development when needed</li> <li>• Support structures and schedules for teacher collaboration (PLCs, data teams).</li> <li>• Support and monitor NC new teacher mentoring program for middle school teachers.</li> <li>• Communicate regularly with middle school teachers through weekly or bi-weekly emails or other forms of communication.</li> <li>• Conduct regular informal walk-through observations and provide PQS feedback to teachers.</li> </ul>
Managerial	<ul style="list-style-type: none"> <li>• Use and improve systems for information management and storage that comply with confidentiality parameters and promote collaboration.</li> <li>• Recommend allocation of resources to support student achievement.</li> <li>• Create systems for tracking professional development credits for all staff and interfacing with NC Teacher Licensure department.</li> <li>• Collaborate with Executive Director and School Designer to adjust work plan details throughout the year.</li> </ul>
External Development	<ul style="list-style-type: none"> <li>• Support Executive Director in recruiting students &amp; families.</li> <li>• Represent the school in external functions where curriculum and professional development are discussed.</li> <li>• Implement processes to engage parents and other stakeholders in meaningful participation; create systems that engage all community</li> </ul>



	<p>stakeholders in a shared responsibility for student and school success.</p> <ul style="list-style-type: none"> <li>• Design protocols and processes that ensure compliance with state mandates and regulations.</li> <li>• Advocate for the school in the community and with parents; support communication of the school’s accomplishments to community and public media.</li> <li>• Build relationships with individuals and groups to support the school’s programs.</li> </ul>
Micro-political	<ul style="list-style-type: none"> <li>• Create mechanisms to ensure faculty voices are heard (internal communications; faculty meetings).</li> <li>• Listen compassionately to teacher concerns and address them effectively.</li> <li>• Mediate between faculty, parents, &amp; leaders with respect and fairness.</li> <li>• Maintain transparency in communications and decision making.</li> </ul>
Academic Achievement	<ul style="list-style-type: none"> <li>• Identify appropriate-research based assessments to track school data.</li> <li>• Model using data effectively (data teams, student-led conferences)).</li> <li>• Measure student achievement and growth using multiple measures.</li> <li>• Analyze and take action to address gaps based on the data.</li> <li>• Contribute to data archive to support EL credentialing portfolio across 3 dimensions (quality work, character, mastery of skills and content).</li> <li>• Collaborate with and support testing coordinator to ensure full compliance with NC READY Accountability program.</li> </ul>

**Credentials:**

- Hold a valid North Carolina secondary teaching credential. Administrative/principal credential preferred but not required.

**Education/Experience/Skills:**

- Bachelors or Masters Degree in applicable field of study/education from an accredited college or university.
- 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 high levels 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: competitive
- Benefits include NC State medical benefits
- School sponsored 401k
- On-going Professional Development with EL Education 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](mailto: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, and (optional) any supporting evidence of excellence in career/college counseling. Deadline to Apply is April 25, 2017.

**All applications will be treated as confidential.**