



College/Career Counselor - Job Description

The Franklin School of Innovation (FSI) is a rigorous, project-based, interdisciplinary, charter middle and high school in Asheville, N.C. that uses the Expeditionary Learning (EL Education) model to prepare students in grades 6 -12 to create their own futures. The school opened in August, 2014, serving grades 6 – 9, and expands by one grade each year. Our first class of seniors will graduate in 2018.

The Franklin School of Innovation is seeking a dynamic, dedicated, and talented Career/College Counselor with a background in career counseling and youth development to join the school.

The Franklin 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:* Franklin is an EL Education (formerly known as Expeditionary Learning) model school. Expeditions are long-term, teacher-designed studies, often multi-disciplinary, that involve students in original research, critical thinking and problem solving. They generally incorporate fieldwork or service learning and culminate in student products of value to an external audience.
- *Crew:* Crew is similar to a peer advisory. At Franklin, every student is assigned to a Crew, which meets daily to explicitly work on Franklin's Habits of Scholarship, goal-setting, development of Personal Learning Plans, and preparation for Student Led Conferences and passage portfolios.
- *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:* Every high school student will complete a self-designed internship 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:

The College/Career Counselor serves the students and families, primarily in 10th - 12th grades, by providing a program which focuses on the major aspects of the career counseling and college planning/placement process. With a goal of 100% college acceptance, the College/Career Counselor works in coordination with each student's Crew leader and other members of the faculty, as well as with the school administration, to assist students in discovering their strengths and interests, exploring career alternatives and finding institutions of higher learning which will meet these interests, strengths and values.

He/she develops CREW Curriculum that supports students in their exploration of career alternatives and helps them understand the college application process. The College Counselor designs and directs a program of activities to assist students with college planning in 10th-12th grades including: academic preparation for college, meeting both graduation and college acceptance requirements, college searches, school and financial aid application, scholarship searches, testing, recommendations, and transition to college.

Job Responsibilities:

- Proactively creates and develops positive relationships with all members of the school community (students, teachers, families).
- Establishes positive working relationships with colleges and universities, ensuring they are familiar with the EL Education model and Franklin School specifically, and creating opportunities for successful admission of Franklin students.
- Develops Crew curriculum and provides training to Crew leaders to support the career planning and college selection/application processes.
- Works with students and their families to understand the career alternatives available to them as well as the educational alternatives that are accessible.
- The College/Career Counselor employs several venues to reach students and families, including individual conferences with students and families, larger group presentations in workshops, classrooms, and college visits.
- Maintains a resource library of print & electronic information of college catalogues, college guides, scholarship information, and financial aid application.
- Establishes and maintains college counseling web information.
- Directs communication via newsletters, information packets, phone and e-mail with students and families.
- Collaborates with student's Crew leaders to deliver information, gather recommendations and meet deadlines.



- Coordinates college visits to the school.
- Participates in local college fairs.
- Coordinates college entrance exam testing and interpretation.
- Participates in National Association for College Admission Counseling (NACAC).
- May perform other projects and duties as directed by the Executive Director.

Credentials:

- Hold a valid North Carolina School Counselor credentials.

Education/Experience/Skills:

- Bachelor's or Master's 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.
- 5+ years of experience in the college admissions process, either guiding high school students in their application process or serving at the college level in admissions or career counseling.
- Dedication and expertise in counseling a range of students in the career planning and college process, including those whose families have long been oriented toward college as well as those for whom college application and attendance is a new and unfamiliar.
- Evidence of high levels of organizational skills 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, readiness to continue building the school's career planning and college counseling program, and the ability to advocate for the school & its students in the college process.
- 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, and (optional) any supporting evidence of excellence in career/college counseling.

Deadline to Apply is June 16, 2017.

All applications will be treated as confidential.