



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. The school has grown to 480 students in grades 5 - 12, with its first graduating class in June 2018.

The Franklin School of Innovation is seeking a dynamic, dedicated, and talented Principal for the High School with a background in High School leadership/administration to join our school. The Principal is the instructional and cultural leader of the High School, and serves as a key member of the school Instructional Leadership Team.

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 model 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 will meet daily to explicitly work on the Habits of Scholarship - as well as development of Personal Learning Plans and 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/Mentored Projects:* High school students 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:

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 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 curriculum. Involve teachers in requesting supplies, materials, and curricular materials. Seek Executive Director approval for larger budget investments • 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 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

	<ul style="list-style-type: none"> ● 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 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 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. ● 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

	<p>and regulations.</p> <ul style="list-style-type: none"> • 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. Administration/principal credential preferred.

Education/Experience/Skills:

- Bachelors or Masters 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 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. 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 16, 2018. The school may begin interviewing qualified candidates prior to the deadline.

All applications will be treated as confidential.