

Job Description - Part-Time Administrative Assistant & Student Services Coordinator - Middle School

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. For 2017-18, we will serve grades 5 - 12 and graduate our first senior class.

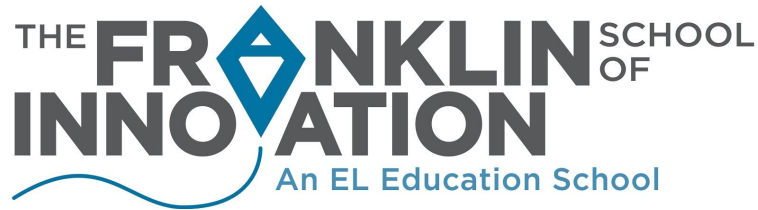
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The FSI Mission:

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:* Expeditions are long-term, teacher-designed studies, often multi-disciplinary, that involve students in original research, critical thinking and problem solving. They incorporate fieldwork or service learning and culminate in student products of value to an external audience.
- *Crew:* Crew is an integral component of EL Education schools, in which small groups of students meet with an adult advisor several times a week to explicitly work on team building, relationships, our Habits of Scholarship, and prepare for 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/Independent Projects:* Every high school student will complete a self-designed internship or independent project 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:

This individual will be responsible for assisting with enrollment & student services for middle school grades 5th - 8th and providing back-up for receptionist.

Responsibilities:

- Assist with re-enrollment process for returning students.
- Schedule prospective student visits.
- Maintain student files/records in compliance with state regulations.
- Track immunization records for 7th grade requirement and follow-up with families to ensure compliance.
- Track state required health assessment forms and follow-up with families to ensure compliance.
- Assist with tracking attendance for middle school students including sending weekly letters to parents, tracking attendance per FSI's 20 day rule, notifying students & families when make-up days are needed and scheduling attendance conferences.
- Work with Registrar & Student Services Coordinator on production of quarterly report cards, including reviewing for accuracy, printing, and distribution.
- Work with Acadia, Franklin's student services vendor, as needed for student enrollment, schedules and report cards.

Qualifications:

- Commitment to FSI's mission and education model;
- Detail oriented;
- Ability to work in fast paced environment;
- Demonstrated organizational skills;
- Demonstrated ability to work collaboratively as well as take initiative;
- Basic technology proficiency in Word, google docs, spreadsheets;
- Background check required prior to employment

Salary Target:



- Competitive salary based on experience
- Retirement & Medical benefits

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.