



## **FRENCH AMERICAN SCHOOL OF DENVER Position Announcement**

### **Executive Director Salary Exempt**

**Salary Range: \$110,000 - \$145,000**

**Status: Full-Time - 220 day contract**

**Total Rewards Package May Include: Medical, Dental, Vision, Retirement contribution options through PERA, Paid Time Off and other benefits.**

In August 2021, the French American School of Denver (FASDenver) made history by becoming the first and only free public French immersion Elementary School to serve the Denver area. Our mission is to cultivate bilingual, bi-literate learners through a French language-immersion curriculum that adheres to the highest educational standards of both the United States and France. At FASDenver we are committed to fostering a diverse learning environment that encourages critical thinking, creativity, and empathy. We don't just teach students, we inspire a passion for language, culture, and global thinking.

Now in its dynamic fifth year, FASDenver currently serves nearly 240 students in grades K-5. Recognized as an official "Cool School" by Denver 9News, FASDenver has become known as a hub for academic excellence and innovation. This isn't just a job; it's an invitation to be at the helm of a transformative moment in our history. We are seeking a visionary Executive Director who isn't afraid to blaze new trails, shape young minds, and be a driving force in the ongoing success story of FASDenver.

#### **Position Summary:**

The FASDenver Executive Director serves as the chief executive officer, overseeing all aspects of FASDenver's programs and operational functions, and is an ardent supporter and fierce advocate for the FASDenver mission and vision. The ideal candidate has strong alignment with our mission and vision, understanding the importance of a bilingual education and the significance it has in the life of our learners. The Executive Director has a record of excellent leadership and communication, a passion for engaging with students, the ability to work collaboratively with diverse stakeholder groups, and the capacity to build and cultivate exceptional teams.

The Executive Director is a visible and engaged presence in the day-to-day operations of the school and champions initiatives that promote diversity, equity,

and belonging among students and families, faculty, and staff. The Executive Director will display the highest integrity, confidence, courage and conviction in leading FASDenver to identify new opportunities that will add to the school's growth and bolster its presence among the wider community and educational landscape.

**Required Qualifications:**

1. Minimum five years of professional experience as a school administrator or similar key leadership position within a school setting.
2. Master's Degree in Education, School Administration, or other relevant areas.
3. Knowledge of curriculum development and program design related to dual immersion or French language development in both native and non-native French speaking students.
4. Current Colorado (or other State / Entity) Principal or School Administrator's Credential that may be immediately transferred. FASD also reserves the right to consider extraordinary candidates who meet all other requirements except this one, as long as the candidate is already actively pursuing these credentials, and will be concluding this requirement within the first year of hiring.
5. Exceptional communication, presentation, and interpersonal skills.
6. Previous experience working as a teacher.
7. Demonstrated experience managing multimillion-dollar budgets, enrollment-based funding models, and long-term financial planning in a school or nonprofit setting.
8. Demonstrated experience leading schoolwide improvement efforts using student data, staff feedback, and compliance requirements.

**Preferred Qualifications:**

- Charter school leadership experience.
- Bilingual and biliterate in French and English.
- Minimum three years of teaching experience in bilingual, immersion or foreign language classrooms.
- Experience working with staff from diverse and international backgrounds.
- Experience leading or collaborating within a bilingual, binational, or internationally influenced educational model.
- Experience leading organizational growth or grade-span expansion.
- Experience leading facility and/or campus expansion.
- Technology savvy: working knowledge of school education platforms, school communication applications, Calendly, Class Dojo, and Google Suite including Google Drive, Google Calendar, and Google Slides, Infinite Campus, and HR and Payroll systems.
- Professional familiarity or in-depth experience navigating relationships with Denver Public Schools and/or the Colorado Department of Education and/or Colorado League of Charter Schools.

## **Duties & Responsibilities:**

Provide leadership, direction, management, and accountability in the areas of instruction and curriculum, student educational development and achievement, safety and security, student discipline and accountability, human resources, operational and financial management, and other duties as may be assigned for the smooth, efficient and safe operation of French American School of Denver.

### **Leadership & Management**

- Foster a thriving workplace culture that champions professional growth, collaboration, and mutual respect.
- Spearhead HR operations recruitment and retention efforts, ensuring the school attracts and retains top-tier educators.
- Build a strong, cohesive team and provide professional development and mentoring for teachers and staff.
- Facilitate curriculum alignment between French and US systems, and effectively evaluate and assist staff.
- Engage students daily, modeling respect, leadership, and service.

### **Instructional Leadership**

- Ensure high-quality, aligned instruction across French and English classrooms.
- Lead observation, evaluation, and coaching cycles for French and English teachers that promote instructional excellence and professional growth.
- Support instructional leaders and teachers through timely feedback and coherent professional learning systems.
- Monitor student achievement and growth, with particular attention to multilingual learners and students with diverse learning needs.

### **School Culture and Climate**

- Demonstrate the ability to lead culturally responsive practices within a multilingual and international community.
- Address conflict and inequity with clarity, foster positive relationships, and solve problems using data-driven analysis.
- Serve as the steward for FASD values and organizational culture.
- Lead and commit to fostering a dynamic and academically rigorous educational program.
- Foster broad community involvement by communicating effectively and creating opportunities for connection, volunteerism, social events, and PTO engagement across the FASDenver community.
- Actively seek and create opportunities for the FASD Community to financially contribute or solicit financial and educational contributions to our school.
- Drive the student recruitment, enrollment and retention processes and build healthy enrollment through effective marketing strategies.
- Foster existing community partnerships and identify possibilities to widen or deepen partnerships.

- Maintain a positive relationship with our school authorizer (Denver Public Schools), the Colorado Dept. of Education, and other educational institutions.

### **Operations and Finance**

- Ensure compliance through proactive systems, staff training, and transparent communication.
- Implement policy, oversee day-to-day operations, including school safety and emergency procedures.
- Prioritize creating and maintaining a safe, inclusive, and nurturing environment.
- Ensure compliance with website transparency requirements for financial information.
- Administer faculty certifications and CPI training as required by DPS and as needed for other entities.
- Oversee budgeting and financial reporting to ensure accurate financial management to prevent deficit spending and analyze school cash flow.
- Secure all needed revenues and achieve enrollment projections.
- Rigorously pursue and oversee fundraising efforts for the school, helping ensure financial fundraising goals are achieved.
- Oversee all capital projects.
- Compliance with state Sunshine laws.

### **Board Relations**

- Maintain an open and positive working relationship with the Board; attend all Board meetings and report on academic performance, school safety, fundraising, compliance, etc.
- Engage in a collaborative and intentional strategic planning process to achieve growth and advance FASDenver's mission.
- Identify opportunities and areas of growth and communicate those areas to the Board of Directors.
- Develop the annual school budget providing direction for short- and long-term spending priorities and develop sustainable practices around building reserves.
- Collaborate with the Board in a governance-focused partnership, supporting strategic decision-making while maintaining clear operational authority.

### **Application process:**

At this time we are asking applicants to submit a letter of interest and a current resume or CV. To apply please visit [this link to our posting on Indeed](#). The position will remain open until **January 30, 2026**. Additional questions can be sent to: FASDexecsearch@fasdenver.org.

This is a full-time position, performed on-site in Denver, Colorado. Remote work is not permitted except during limited periods expressly authorized by the Board. Salary is commensurate with experience and the needs of the school.

*The French American School of Denver is an equal opportunity employer and is committed to providing a workplace that is inclusive and free of discrimination and harassment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, gender, gender identity, national origin, disability status, familiar status, marital status, protected veteran status, or any other characteristic protected by law. We encourage individuals of all backgrounds to apply. We believe in creating a diverse and inclusive workplace where all employees feel valued and respected, and where differences are embraced as strengths. We are dedicated to fostering an environment that promotes equality and celebrates diversity.*