



Position Description: Founding School Leader

Mission and Organizational Overview

Re:Source Cleveland is a 501(c)(3) nonprofit organization with a mission to serve international newcomers as they navigate challenges and collaborate with them to reach their dreams in Greater Cleveland. The organization was established in 2010 and works with a newcomer population that includes former refugees, humanitarian parolees, asylees, and individuals with temporary protected status. Our organization's goals and objectives revolve around being responsive to the needs of northeast Ohio's newcomers as they rewrite the story of their families' futures in a new home. The organization's programs are critical to both the short- and long-term economic success as well as the social and emotional integration of these NEO community members.

Position Reports to: Executive Director

Position: Full time, Exempt

Expected Start Date: July 1, 2026

Salary: \$85,000 - \$90,000 per year

Position Overview

Re:Source Cleveland has served refugee and immigrant families since 2018 through the Teen Response program, maintaining a 100% graduation rate across four Cleveland-area high schools. Our staff works alongside 300 students from Afghanistan, the Democratic Republic of Congo, Nepal, Burma, and other countries, providing the intensive academic support and advocacy these students need to navigate systems not designed for them. We now hope to deepen our impact on the students and the families we serve. We are planning a community school designed from the ground up for refugee and immigrant students ages 18-26. This will be a non-traditional high school (in Ohio, classified drop out recovery and mitigation), paired with an adult diploma program featuring intensive language acquisition support, flexible scheduling, competency-based progression, and the autonomy to place students based on readiness rather than age. Our school will integrate with Re:Source's existing wrap-around services, including Ohio City Farm, workforce development, and family support programs.

We are an agile nonprofit built on deep community relationships, a team with broad lived experience, and a commitment to challenging the assumption that the current system's failures are inevitable. We seek a school leader who deftly navigates ambiguity, cultivates strong cross-cultural relationships, and translates vision into a fully operational school. The Founding School Leader will build and lead Re:Source Academy from the ground up. You will work alongside our Teen Response team, learn our community, contribute to the charter application, hire staff, and

prepare for launch. You will report to Re:Source Cleveland's Executive Director and work closely with the organization's board. A core function of the position is to manage compliance with the Ohio Department of Education. This role requires someone who can connect authentically with refugee and immigrant families. Successful applicants must be fluent in English and at least one of our primary community languages: Arabic, Dari, Pashto, Swahili, French, Nepali, Burmese, or Spanish. Applicants must have experience teaching English language learners and understand the unique challenges of students who need ESL support and students who have never attended school in any language.

RESPONSIBILITIES

Year Zero Responsibilities (July 2026 - June 2027)

- Embed with the Teen Response team to understand our students, families, and the gaps in the current system
- Drive the charter application process, articulating the academic model, governance structure, and financial plan
- Build relationships with refugee and immigrant communities through direct outreach, listening sessions, and partnerships with community organizations
- Design the school's academic program and lead curriculum development, including the foundational year for students with limited formal education, differentiated pathways, and flexible scheduling
- Recruit and hire founding staff, prioritizing candidates with ESL expertise, bilingual skills, and lived refugee or immigrant experience
- Partner on site selection and facility build-out
- Lead student recruitment within the communities we already serve
- Leverage educational technology, including AI and learning tools in new and relevant ways
- Attend monthly school board meetings and ensure that all ODE and Ohio Sunshine requirements are met

Ongoing Responsibilities (July 2027 and beyond)

- Serve as the instructional leader, ensuring teachers receive coaching, feedback, and professional development in ESL pedagogy and trauma-informed practice
- Build and maintain a school culture that is warm, structured, and responsive to the cultural backgrounds of our students
- Develop and retain staff who reflect the communities we serve
- Build partnerships with families, employers, career centers, and community organizations
- Manage school operations, budget, compliance, and authorizer relations with limited administrative support
- Report to the Executive Director and participate in Re:Source Cleveland organizational leadership
- Grow the school while maintaining quality and adapting the model based on what works

QUALIFICATIONS

Required:

- At least two years in a school leadership role (Assistant Principal, Dean, Instructional Coach, Program Director, or equivalent)
- Demonstrated track record working with young adults
- Experience in school compliance requirements
- English language fluency
- Bachelor's degree

Preferred:

- Fluency in at least one of our primary community languages: Arabic, Dari, Pashto, Swahili, French, Nepali, Burmese, or Spanish
- Experience in charter school leadership, dropout recovery, or founding a new school
- At least three years teaching or supporting English language learners, including students with limited or interrupted formal education
- ESL/TESOL certification or equivalent training
- Experience with competency-based or flexible scheduling models
- Familiarity with Cleveland's refugee and immigrant communities
- Master's degree

Other Considerations:

- Ability to complete and pass a background check.
- Valid driver's license, clear driving record, valid personal vehicle insurance, ability to drive to off-site program events and occasionally transport program students in organizational vehicles.

PERKS

- Medical benefits with optional vision and dental coverage & health savings account
- IRA savings plan with employer contribution
- 12 paid holidays and generous PTO
- Yearly bonus
- Parental leave
- Flexible work schedule
- Join a diverse, creative, passionate and talented team

Interested candidates should submit the following to Anelize Nader at

Anelize@resourcecleveland.org with subject "Founding School Leader Application":

- Cover Letter: Please address (1) your interest in founding this school; (2) your experience working with refugee, immigrant, or newcomer students, including how your language skills and cultural knowledge have informed that work, and (3) a specific example of how you have adapted an educational program or approach based on what your students actually needed.
- Resume
- Three references