



Job Description

POSITION: Secondary Dean of Instruction

REPORTS TO: Director of Academics

POSITION TYPE: 11-month

START DATE: 24-25 School Year

COMPENSATION: Salaries starting at \$65,264 annually

At YES Prep, work for a mission that impacts the life trajectory of students and their families. YES Prep creates pathways to extraordinary opportunity through best-in-class development, competitive compensation and benefits, and recognition for your impact. Grow as an authentic leader and be part of an equity driven, team-oriented culture.

Our campuses are advancing educational equity. Some quick stats about us:

- 18,650 Students
- 2,100+ Team Members
- 15 Secondary Campuses
- 9 Elementary Campuses
- 92% Students Who Qualify for Free/Reduced-Price Lunch
- 96% Hispanic & African-American Students
- 90% Students Who Are Accepted to a 4-Year University
- 88% First-Generation College Students
- Ranked in the Top 100 High Schools in the Nation, U.S. News & World Report

We serve the students of Houston, Texas, the 4th largest city across the United States. There are over 20 public-school districts and other great public charter school options within Houston's city limits serving our increasing population. We are a rapidly growing organization, committed to creating life-changing opportunities for over 23,000 students by 2025.

THE ROLE

When you join the YES Prep team, some of the exciting work and responsibilities will include:

- Managing and developing a cohort of teachers;



- With the Principal and/or Director of Academics, setting and upholding clear expectations and standards for excellent teaching in all content areas;
- Ensuring that students receive outstanding instruction in all classrooms by observing and evaluating a cohort of teachers. This includes adhering to the district Coaching Cycle model by ensuring teachers receive at least one classroom observations and a one-to-one coaching check-in every few weeks;
- Monitoring and managing the progress toward increased student achievement and campus goals for a cohort of teachers, including coaching teachers to use assessment data to improve the quality and scope of their instruction;
- Assisting in the planning and delivery of professional learning opportunities to campus teachers and staff during beginning-of-year in-service days, as well as select professional development days throughout the school year;
- Completing a one-year credentialing track to become a YES Prep Teacher Evaluator;
- Participating in strategic district-led professional development for instructional leaders;
- Additional duties as assigned.

THE PERSON

We seek staff with diverse backgrounds, talents, interests, and ideas. Certain traits consistently shine through for our most successful employees: passion for the mission, drive for results, care for students, resilience, and humility. Other traits needed and desired for this role are:

MUST HAVES

- Bachelor's Degree from an accredited four-year educational institution
- At least 3 years of exemplary teaching
- A valid Texas teaching certificate or equivalent
- Belief in and commitment to the mission and core value of YES Prep Public Schools
- Openness to giving and receiving frequent feedback
- Ability to maintain emotional control under stress
- Ability to work urgently in a fast-paced and results-oriented environment
- Ability to juggle multiple tasks and initiatives at once
- Demonstrated ability to work on a team
- A dedication to learn, grow, and develop as a professional

THE NICE TO HAVES

- Experience in coaching or leading adults

EVERY OPPORTUNITY STARTS WITH A YES

Great schools begin with great people who believe every day is an opportunity to make a difference. At YES Prep, you have an opportunity to join a family of diverse educators



who are leveling the playing field by providing opportunities for a high-quality, college-forward curriculum while also ensuring our students feel supported through their academic journey and empowered to lead choice-filled lives. YES Prep is more than a family of public charter schools, it's the future of public education—it's an opportunity to say, "Yes, you can!"

THE PERKS

- **Compensation** – This position is an exempt, salaried position; salary offers commensurate with experience.
- **Health and Supplemental Insurance** – A \$0 monthly medical option that includes \$600 towards a Health Savings Account, in addition to a variety of supplemental benefits including Dental, Vision, Disability, Life, etc. Employees must work 20+ hours a week to be eligible for a full spectrum of benefits, and 10 hours a week minimum for medical benefits.
- **Retirement Plans** – Participation in [Teacher Retirement System of Texas](#) and a 457b Retirement Plan.
- **Paid Time Off** – Employees working 20+ hours a week receive 12 days of Paid Time Off in addition to the system closures during the Academic Calendar.
- **Paid Leave Programming** – In the event you need to be out due to medical needs (including maternity and paternity leave), YES Prep offers paid leave, paid at 100%, based on eligibility and tenure.
- **Professional Development** - YES Prep values longevity and performance over time. We invest in developing leaders through high-quality programs, effective coaching, and ongoing [professional development](#).
- **Award Winning Culture** – The strong cultures of our campuses and Home Office are just one of many reasons we were named [Houston's Best Place to work](#) in 2018, 2019, and 2021. We won the [2012 Broad Prize for Excellence in Urban Education](#) and were a 2016 finalist as well.

WE ARE DEEPLY COMMITTED TO EQUITY & DIVERSITY

YES Prep strives to recruit a diverse team of leaders. We believe there is a transformative academic and social benefit for students when their teachers and leaders reflect a diversity of backgrounds. Ninety-five percent (95%) of staff members agree that the organization provides a welcoming environment given their background and identity according to our latest system survey.



YES Prep is an equal opportunity employer and does not discriminate against any employee or applicant on the basis of race, color, ethnicity, religion, gender, sexual orientation, gender expression, national origin, disability, age, marital status, military status, pregnancy, or parenthood.