



Job Description

POSITION: Content Director

REPORTS TO: Managing Director of Academics

POSITION TYPE: 12-month

START DATE: 24-25 School Year

COMPENSATION: \$75,000 - \$90,000 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

THE ROLE

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

Vision and Leadership

- Set in collaboration with the MD of Academics and maintain vision in designated content area and actively advocate for its implementation district-wide.
- Build and develop a team of high-caliber content leaders, including Content Specialists and teacher leaders; effectively manage their work and foster their development.



- Invest stakeholders, prioritize initiatives, develop strategies and processes, and manage a team of content leaders towards exemplary student achievement.
- Exemplify YES Prep Core values and commitment to growth as a leader.

Curriculum and Resource Development

- Monitor and share updates to standards, pedagogy, and assessment methodology for your content with your team and applicable stakeholders.
- Set an explicit standard for rigorous, aligned curriculum designed to reach all learners in your content area and provide feedback and coaching to your team to create and implement aligned, effective unit plans and key resources for courses that lead to strong system-wide academic results.
- Drive your team to build strong vertical alignment across your content that leads to college-readiness in your content area.

Assessment Writing and Data Analysis

- Set an explicit standard for rigorous, aligned assessment in your content area. Provide feedback and coaching to your team to create unit and semester assessments for all courses that effectively measure progress towards ambitious student achievement goals.
- Synthesize student achievement data on a regular basis to prioritize and adjust the work of your team; communicate key takeaways and recommendations to teachers and leaders.

Support and Develop Fellow Educators and Leaders

- Set vision and structure for Content Days aligned to Academic team priorities, teacher needs, student data, and/or content team priorities. Create structures and coach team to execute Content Days that lead to teacher development and collaboration.
- Create opportunities for collaboration with other Home Office teams, such as Special Populations, Teaching Excellence, Instructional Leadership, and Analytics, as well as campus leadership to ensure instruction and teacher support is aligned.
- Consistently and frequently observe instruction and student output in the designated content area to better inform curricular practice.
- Regularly design and facilitate professional development sessions for teachers and/or instructional leaders.

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, and resilience. Other traits needed and desired for this role are:

THE MUST HAVES

- Bachelor's Degree from an accredited four-year educational institution
- A minimum of 3 years of exemplary teaching experience
- A minimum of 2 additional years of academic leadership experience
- Expertise in current curricular and assessment strategies specific to your content area
- Skills and experience in managing a team and facilitating professional development
- Ability to work outside of normal hours and on weekends



- 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
- Creates and maintains positive working relationships on a team and/or in a highly collaborative environment
- A dedication to learn, grow, and develop as a professional

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 15 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.