Job Description

POSITION: Assistant Principal

REPORTS TO: Principal

POSITION TYPE: 11-month

START DATE: 24-25 School Year

COMPENSATION: Starting at $67,500 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 the progress toward increased student achievement for a cohort of teachers, including helping teachers use assessment data to improve the quality and scope of their instruction;
- Managing and coaching the campus Interventionists and other leaders responsible for providing one-on-one, small group, and whole class instruction to students identified as needing more intensive and tiered instructional support to achieve academic success;
- Ensuring that students receive outstanding instruction in all classrooms by observing and evaluating a cohort of teachers, including conducting classroom observations, coaching teachers, and monitoring teacher progress;
- Plan and implement the steps necessary, including RTI and case management, to establish, launch, and maintain a strong academic mindset and achieve jaw-dropping results for all students on campus both academically and behaviorally;
- 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;
- Leading campus testing responsibilities to ensure they are executed with accuracy and fidelity;
- Providing leadership, coaching, professional learning, and serving as a resource to teachers, interventionists, and teacher aides on positive school culture, student discipline, team management, social/emotional health, compliance, parent/community relations, and student achievement;
- Overseeing the development, implementation and execution of YES Prep intervention support systems and programs on campus that focus on addressing and reducing at-risk barriers to students social, academic and emotional development to maximize student achievement and persistence;
- Developing, implementing, managing and executing effective school behavior systems ensuring incorporation of parent communication in each process;
- Working with relevant stakeholders to develop and implement school-wide programs that increase student persistence and improve campus health ;
- Establishing, building and maintaining a positive school culture among students, staff and parents that promotes the YES Prep mission, core purpose, core values;
- Leading family engagement programming and recognizes families as partners in their students' education;
- 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:

<u>THE MUST HAVES</u>

- Bachelor's Degree from an accredited four-year educational institution
- At least two years of exemplary instructional leadership and/or Grade-Level Chair experience
- At least three years of exemplary teaching
- Experience in administration and/or supervision
- Certification in teaching/instruction
- Demonstrated commitment to continuous learning and 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
- Demonstrated ability to work on a team
- Ability to juggle multiple tasks and initiatives at once
- Ability to maintain emotional control under stress

THE NICE TO HAVES

- Master's Degree from an accredited educational institution
- Experience in Elementary schools
- Bilingual (Spanish) preferred

THE MUST HAVE BELIEFS

- Belief in and commitment to the mission and core value of YES Prep Public Schools
- Desire to disrupt systemic status quos in education
- Willingness to go above and beyond to disrupt said status quos
- Passion to develop resiliency through a relentless pursuit of jaw-dropping results
- Conviction that high expectations + high accountability = high performance and high growth

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.