Job Description

POSITION: Director of Student Support

REPORTS TO: Principal

POSITION TYPE: 11-month

START DATE: 24-25 School Year

COMPENSATION: Starting at $66,500 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:

- Driving programmatic vision related to student support services by proposing, planning, and implementing programs and projects related to student data, campus goals, and student needs for social-emotional needs;
- Managing and coaching the campus' Deans of Students, Student Support Counselors, Athletic Director, Behavior Support Specialist, ACE Coordinators and other campus leaders on positive school culture, student discipline, team management, social-emotional wellness, compliance, family engagement, and student achievement;
- Overseeing systems, programs, and professional development on campus that ensures students feel a sense of belonging and safety on campus that allows them to engage actively in learning;
- Managing and leading the campus Student Support Team and co-leading the Case Management Team in providing support in the areas of student support counseling, interventions (academic and non-academic), restorative discipline, positive school culture, and academics;
- Collaborating closely with all campus directors to plan, lead, and execute projects and programs that support student achievement and positive school culture and other campus leaders to plan and implement the steps necessary to establish, launch, and maintain a solid academic mindset and jaw-dropping results so that students experience a multi-pronged support system on their pathway to college;
- 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;
- 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: a passion for the mission, drive for results, care for students, agility, and resilience. 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 or more years in a mid-level manager position at a campus
- Experience providing teachers with instructional or student behavior support
- Experience managing a team or leading adults
- Ability to work outside of regular 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
- Ability to analyze data to craft action plans

- Engage in difficult conversations
- Demonstrate skills in conflict resolution
- Creates and maintains positive working relationships on a team and in a highly collaborative environment
- A dedication to learn, grow and develop as a professional

THE NICE TO HAVES

- Master's Degree from an accredited educational institution
- At least three or more years in a mid-level manager position at a campus
- At least three years of exemplary teaching experience

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 and campus size.

- **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.