



## **Job Description**

**POSITION:** Instructional Coach

**REPORTS TO:** Manager of Coaching & Learning

**POSITION TYPE:** 12-month

**START DATE:** 24-25 School Year

**COMPENSATION:** 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 OPPORTUNITY**

YES Prep needs a dynamic Instructional Coach, with a diverse set of experiences to make our mission a reality. As a YES Prep employee, you will achieve jaw-dropping results, create pathways to opportunity for our students, build transformative relationships, and eliminate educational inequities to advance social justice.



To put it simply, you will play an integral role in guiding beginning teachers toward success in student achievement through classroom culture and management, instructional planning, and delivery.

## **THE ROLE**

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

- Observing classroom instruction of novice teachers and provide developmentally appropriate coaching via written and oral feedback (as identified by the Instructional Excellence Rubric/ Teaching Excellence Rubric);
- Assisting novice teachers in collecting and analyzing student performance data to drive instructional decisions;
- Differentiating support for novice teachers based upon their needs;
- Providing lesson planning support to novice teachers;
- Arranging opportunities for novice teachers to co-observe master teachers;
- Planning and delivering focus lessons in novice teachers' classrooms to model effective practices;
- Communicating regularly and engaging in collaboration with campus instructional leaders and content leaders to align feedback and support for novice teachers;
- Facilitating professional learning sessions during the summer (Induction) and throughout the school year (Teacher Development Saturdays);
- Working collaboratively with campus leadership to develop targeted growth plans for beginning teachers;
- Tracking teacher development and observations efficiently;
- Completing Alternative Certification paperwork according to Teaching Excellence and state guidelines;
- 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 experience
- Outstanding record of student achievement results
- A Valid Texas Teaching Certificate or equivalent



- Belief in and commitment to the mission and core values 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

#### NICE TO HAVES

- Experience with teacher supervision (as a department head, mentor, or coach)
- Strong knowledge of contributing factors that lead to an effective novice teacher
- Experience planning and delivering professional development to adults
- Master's Degree
- Principal's Certificate

### **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.