



## **Job Description**

**POSITION:** Director of Campus Operations, Secondary

**REPORTS TO:** Director of School Operations

**POSITION TYPE:** 12-month

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

**COMPENSATION:** Starting at \$69,500 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:

### **Safety**



- Implementing safe and effective operational duty systems to maintain the safety of the campus;
- Ensuring proactive planning and training around all emergency operating procedures;
- Maintaining campus security in accordance with local, state, and federal laws;
- Making operational, scheduling, and facility-management decisions regarding students and staff after reasonable and appropriate measures have been taken to gather important data and information; solicit input from outside sources when appropriate;
- Assisting with coverage of front desk as needed, including warmly greeting and assisting all visitors, answering and processing all incoming calls in an efficient and rapid manner;
- Serving as the medical attendee for minor student issues and concerns as they arise on campus;
- Ensuring accurate parental guardianship rights for students are updated and accurate in student information system weekly.

#### **Finance**

- In alignment with Principal and campus priorities, managing the school-based budget and analyzing campus financials to establish spending strategies;
- Overseeing, coordinating, maintaining and/or processing payroll time sheets, sick and annual leave documents, travel reimbursements, purchasing documents and/or employment documents for school-based staff;
- Maintaining and/or supervising cash receipts and revenue tracking.

#### **Enrollment**

- Developing and executing student recruitment efforts that target families with school-aged children within the 3-mile radius immediately surrounding each school;
- Ensuring 100% of seats are filled for each applicable grade level each school year;
- Driving attendance efforts forward and ensure accurate ADA reporting.

#### **Systems**

- Facilitating, developing, and implementing school's Master Schedule in consultation and partnership with the Principal, Director of Academics, and/or Director of College Counseling, and utilizing school admin and leadership staff;
- Promoting innovation on campus through implementation of strategic operational systems and processes;
- In alignment with Principal, developing and managing effective school systems and long-term strategy with respect to school sustainability;
- Leading implementation of district initiatives on campus in accordance with state and federal compliance;
- Providing and/or supervising required reports for all school operations including, but not limited to, enrollment, attendance, accounting funds, payroll, nutrition, and transportation;
- Overseeing daily administrative operations, including establishing work priorities and assisting in resolving problems related to day-to-day operations of the school;



- Maintaining accurate technology inventory and distribution system for campus;
- Ensuring all classes and duties are covered when staff members do not report to work;
- Ensuring the fidelity of school-based record maintenance;
- Supervising the school's auxiliary services – transportation, food service and vendor relationships;
- Managing and inspecting the use of the YES campus, plant and grounds, supervising the maintenance to the physical plant and grounds to ensure a clean, orderly and safe environment.

### **Talent**

- Serving on school-based leadership team;
- Managing campus operations staff: focusing on task execution as well as professional growth;
- Demonstrating trustworthiness in dealing with confidential matters;
- Aiding the Talent team in the acquisition and on-boarding of new employees and the exit of former employees;
- 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:

#### **THE MUST HAVES**

- Bachelor's Degree from an accredited four-year educational institution
- 3-5 years of business, operational and/or managerial experience
- Excellent communication, public relations, and interpersonal skills
- Excellence organizational skills
- Ability to evaluate problems and implement effective and creative solutions
- Initiator, problem-solver, and creative thinker
- 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 juggle multiple tasks and initiatives at once
- 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



### THE NICE TO HAVES

- Team management experience
- Vendor management 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.
- **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 out 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.