



Job Description

POSITION: Director of College Counseling

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:

- Planning, implementing, and evaluating a comprehensive college advising and alumni support program that leads to college matriculation, persistence, and graduation;



- Managing college counselors and seminar teachers in executing the college advising and alumni support program including but not limited to building college lists, teaching seminar, financial aid, testing preparation, college visits, and alumni outreach;
- Researching, establishing and maintaining long-term relationships within the college admissions arena as well as maintaining awareness of the higher education landscape;
- Working with appropriate stakeholders across all grade levels to develop a strong college-going culture campus-wide;
- Managing registration, supervising, and other related issues regarding standardized tests including PSAT, SAT, ASVAB, SAT, and TSI;
- Progress monitoring all campus College Initiatives goals including but not limited to college lists, applications, financial aid, SAT, and alumni matriculation;
- Coaching the team to guide seniors and juniors and their families through the college search, admissions, financial aid, and enrollment process;
- Planning and executing campus and district events such as parent nights, career fairs, college visits, Senior Signing Day, and graduation;
- Serving as a member of the campus Director's team directly impacting and executing campus-wide goals and initiatives;
- Ensuring all students are on-track to graduate from high school;
- Serving as a contributing member of the campus Director's team directly impacting and executing campus-wide goals and initiatives to ensure alignment with building a strong college going culture campus-wide;
- Aligning and collaborating with the Home Office College Initiatives Leadership Team to ensure the implementation of effective college initiatives systems and programming;
- Ensuring all students are on-track to graduate from high school through the evaluation of student transcripts to ensure their accuracy;
- 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, and resilience. 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 experience in college counseling, college access, or college admissions
- Experience managing a team and/or leading adults
- Proficiency with all MS Office programs including: Word, Excel, PowerPoint and Outlook
- Possess strong analytical and communication skills
- Experience using data to drive decisions
- 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

THE NICE TO HAVES

- Master's Degree
- Counseling certification
- Instructional experience
- Experience working in a school setting
- Fluency in Spanish

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.