



Job Description

POSITION: Special Education Manager, Secondary

REPORTS TO: Director of Academics/Principal

POSITION TYPE: 11-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 ROLE

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

- Setting special education goals/initiatives for the year that are aligned to the campus strategic priorities and ensuring that there is appropriate and timely data collection and review of progress on the goals/initiatives;



- Working with Principal, Director of Academics, and Home Office Special Education team to develop action plans for constant learning and growth;
- Managing, evaluating, and developing at least one member of Special Education team, including Special Education Teachers, or independently managing significant processes within the Special Education team;
- Demonstrating knowledge and implementation of content, compliance timelines and Special Education law;
- Demonstrating knowledge and implementation of general education curriculum and other special programs;
- Working with General Education staff to identify areas of academic need for students and appropriate targeted instruction, including creation of accommodated, modified, and alternate materials;
- Attending Grade Level meetings to offer intervention assistance with students in Special Education and General Education;
- Meeting regularly with campus administrators to discuss required paperwork from staff, upcoming due dates, areas of growth for special education staff, and any areas of need to the general education staff;
- Assisting in planning and delivering instructional training sessions and staff development workshops to all teachers at the campus and within the district;
- Supervising the implementation of district and state assessments for students in Special Education and the accommodations for all Special Populations for AP and SAT testing;
- Ensuring the campus complies with all Special Education paperwork, including identifying students, adherence to IEPs and maintaining accurate state audit folders;
- Preparing and conducting ARD/IEP meetings according to state and federal guidelines or managing, coaching and evaluating campus Compliance Specialist as they prepare and conduct ARD/IEP meetings;
- Planning and delivering engaging, rigorous instruction, according to students' needs, teacher-created materials and the provided curriculum, where applicable;
- Maintaining a positive, safe, and organized learning environment;
- Informing students and families about students' progress and making parental contact by phone and/or conducting home visits when necessary;
- Actively participating in all teams, including grade level, content team, and other teams as designated by the campus;
- 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:



MUST HAVES

- Bachelor's Degree from an accredited four-year educational institution
- At least 3 years of teaching experience in Special Education
- Standard Texas teaching certification in Special Education
- 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 juggle multiple tasks and initiatives at once
- Demonstrated ability to work on a team
- A dedication to learn, grow, and develop as a professional

THE NICE TO HAVES

- At least 4 or more years of teaching experience in Special Education

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.