



Job Description

POSITION: Founding Elementary Principal

REPORTS TO: Managing Director of Leadership Development

POSITION TYPE: 12-month

START DATE: July 2024

COMPENSATION: Starting at \$100,000

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!"

Our campuses are advancing educational equity. Some quick stats about us:

- 18,000+ Students
- 2,100 Team Members
- 17 Secondary Campuses
- 6 Elementary Campuses
- 92% Students Who Qualify for Free/Reduced-Price Lunch
- 96% Hispanic & African-American Students
- 97% Students Who Are Accepted to a 4-Year University
- 88% First-Generation College Students
- 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, like KIPP Texas-Houston and IDEA Public Schools, 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:

Founding Principal Work

- Recruiting, selecting, and engaging a diverse, committed team of teachers and non-instructional team members to launch the school;
- Recruiting, registering, and engaging students and their families to ensure full enrollment of the school;
- Working with diverse groups of stakeholders to expand community partnerships;
- Meeting all state and federal requirements for campus expansion;
- Developing campus specific systems for executing the YES Prep Elementary Model.

Strategy, Planning, and Leadership

- Managing effective school leadership team members and other team leaders on campus, utilizing individual management plans to track growth in performance;
- Developing Campus Strategic Goals that address most pressing growth areas for the school and manage staff buy-in and periodic check-in on goal progress;
- Implementing school leadership team structure and master calendar to most effectively reach Campus Strategic Goals and academic outcomes;
- Utilizing effective communication structures for teams and school community (staff, students, and parents);
- Developing leadership “bench” to ensure solid succession plan for central school leadership;
- Understanding and overseeing immediate and long-term strategy with respect to relationships and sustainability (i.e. community development, parent engagement, budget management).

Student Achievement

- Provide instructional leadership through both coaching teacher and coaching teacher coaches;
- Managing progress towards increased student achievement, analyze grades and assessment results to facilitate timely academic interventions;
- Driving intervention systems to meet system expectations for growth and objective achievement on STAAR, MAP, and CIRCLE tests;
- Managing progress on RTI and academic student interventions;
- Managing a high performing leadership team that leads to your campus meeting its student achievement goals of producing college-ready students.

Student Demographics and Persistence

- Monitoring student attendance, focusing on maintaining desired attendance levels and recruitment of low-income students;
- Facilitating student persistence (PK-5th grade) analysis, focusing on intervention strategies and increasing persistence for all students and sub-populations (at-risk, SPED, EB);
- Achieving student culture goals on a yearly basis as indicated on the Campus



Improvement.

Staff Support, Development, and Leadership

- Facilitating hiring process and select high-caliber, diverse teachers and staff;
- Managing high-quality PD that leads to well-developed staff, as measured by staff survey and student achievement results;
- Developing instructional goals for the year with the leadership team and facilitate periodic goal analysis throughout the year;
- Managing appropriate progress on instructional observations and continuum process, from initial placement to end-of-year placement;
- Maintaining high retention rates of staff, avoiding regrettable teacher and staff attrition;
- Managing effective school leadership team members and other team leaders on campus, utilizing individual management plans to track growth in performance.

Campus Health

- Maintaining strong school culture that meets high YES Prep standards;
- Evaluating and achieve strong student and family satisfaction, as measured in periodic student and family surveys;
- Facilitating management of discipline systems and Social Emotional Programming to maintain safe and positive school culture;
- Analyzing student discipline incidents and rates to adjust intervention strategies.

Financial Health

- Understanding and overseeing immediate and long-term fiscal management – including budgeting, cash flow systems, debt management, accounting systems, and internal controls;
- Submitting an annual budget based on program needs, estimated enrollment, staffing, and other fiscal needs, implement programs within budget limits, maintain fiscal control, accurately and responsibly report all fiscal information;
- Able to clearly and convincingly describe decisions based on the core purpose, core values, and vision;
- Training and managing budget managers on campus;
- Analyzing monthly budget reports, keeping a close eye on enrollment, attendance, and expenditures against budgeted projections;
- Managing the use of the campus plant and grounds, supervise the maintenance to the physical plant and grounds to ensure a clean, orderly, and safe environment.

Professional Growth and Development

- Identifying areas for own personal/professional growth;
- Participating in meetings, workshops, seminars, and conferences to enhance knowledge/skills, address areas for personal/professional growth, and further develop school goals and staff;
- Applying knowledge and insights gained through professional development. Share this knowledge with staff, campus, and district leaders as appropriate;
- Keeping well informed about current trends in area(s) of expertise and provide



leadership in incorporating such trends into everyday practices.

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
- **5+ years of K-12 experience as teacher or leader**
- At least 2 years in a Director level, Dean level, Assistant Principal, or Principal role, with at least one of those years in an elementary school with demonstrated performance at a high level
- Demonstrated management experience - managing leaders or a team of leaders
- Not currently on a growth/improvement plan
- Must be willing to go to any assigned YES Prep campus in the greater Houston area
- Must be willing to commit to YES Prep for at least 3 years

THE MUST HAVE BELIEFS

- Belief in and commitment to the mission and core value of YES Prep Public Schools
- Desire to disrupt systemic status quos in education
- Willingness to go above and beyond to disrupt said status quos
- Passion to develop resiliency through a relentless pursuit of jaw-dropping results
- Conviction that high expectations + high accountability = high performance and high growth

THE NICE TO HAVES

- Graduate degree in Elementary Education, Educational Leadership, or related field from an accredited institution
- One year of school experience as a principal
- Experience on a founding school team
- Bilingual in Spanish

THE PERKS

- **Compensation** – This position is an exempt, salaried position; 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.