



Yellowstone College Prep Job Description: Dean of Academics

Title: Dean of Academics
Reports to: Head of Schools

Organizational Overview

Founded in 2002, Yellowstone Academy has operated as a private Christian school for 350 students in pre-K through 8th grade, serving families who would otherwise not have access to high quality educational opportunities. Yellowstone students experience a rich academic and co-curricular model, while receiving bus transportation, two meals a day, and extensive student support services through its comprehensive scholarship program. Yellowstone operates on a beautiful Third Ward campus built in 1927 that is less than half a mile from downtown Houston.

Starting in August 2018, Yellowstone Academy (YA) will continue its faith-based private school for students in pre-K through 4th grade, and Yellowstone College Prep (YCP)—a public charter school—will launch on the second floor of the building, growing to serve students in 5th through 12th grade. This innovative public/private hybrid will allow these two schools to operate through a shared services agreement as they leverage the Academy's past success and expand to serve nearly 1,000 students in pre-K through 12th grade within the next five years.

The Dean of Academics is primarily responsible for the ongoing development, implementation, and assessment of the YCP campus curriculum. The Dean is responsible for assisting the Head of Schools to provide the instructional and administrative leadership necessary for addressing student achievement, ensuring rigorous instruction, and driving overall academic school effectiveness. The Dean will be responsible for creating an environment that delivers quality instruction, develops teachers, and enables students to make significant growth each academic year. The Dean will also observe teachers, provide instructional coaching and manage teacher performance evaluations with the Head of Schools.

Primary Responsibilities

Responsibilities for the Dean position will include, but are not limited to the following:

- Research, design, and/or supplement the academic curriculum for all subjects and grades based on successful models and approaches; in alignment with community classroom and project-based learning framework;
- Plan and execute professional development opportunities for teachers including workshops on interpreting data, curriculum mapping, vertical alignment, and other external professional development opportunities;
- Direct the school's standards-based assessment strategies and systems to support a data-driven culture where assessments are used to increase learning and support all students;
- Oversee the development and implementation of a rigorous, college preparatory curriculum including a vertical scope and sequence aligned to state standards and assessment processes;
- Monitor grade-level progress against scope and sequence benchmarks;
- Assess the efficacy of curriculum and interventions, vet innovative programs/resources, oversee implementation of curriculum and interventions, and make recommendations as needed (including special education);
- Develop and execute a framework for the strategic use of data; support the team in using student and staff performance data to drive improved teaching and learning;
- Support teachers in designing effective and rigorous lesson plans with specific, measurable, and standards-based objectives;
- Observe classes regularly and create a system for timely and relevant feedback;

- Facilitate collaboration and sharing among teachers including peer observations, coaching and mentorship, and joint planning sessions;
- Manage the SpEd chair and oversee all IEP, SST, and 504 meetings as necessary;
- Work with intervention specialists to provide constructive feedback on teachers' planning and assessment materials to ensure that our students' diverse learning needs are being met;
- in conjunction with YA leadership team, coordinate summer staff orientation and curriculum development; ensure access to and participation in high-quality internal and external professional development for staff; throughout the school year;
- Participate in staff recruitment; staff orientation, student/family recruitment, and student/family orientation;
- Collaborate with the Head of Schools, Dean of Students, the Special Education Coordinator, the School Social Worker, and other school staff to maximize YA ability to support students' academic and socio-emotional development; and
- Performs other related duties as required and assigned.

Skills and Experiences

The ideal candidate will have the following qualifications:

- Bachelor's Degree from an accredited institution, Master's Degree, preferred
- Mid-management certification preferred
- Minimum of three years of successful, full-time, lead teaching experience in communities of comparable demographics;
- Minimum of two years of successfully coaching classroom teachers, preferably in communities of comparable demographics;
- Thorough knowledge of Texas Essential Knowledge and Skills or comparable state/national standards;
- Experience in writing curriculum;
- Experience in analyzing student data and using data to inform instruction;
- Experience managing adults; goal-setting, providing meaningful feedback and setting professional development plans;
- Experience providing feedback and coaching teachers toward strong, data-supported results;
- Commitment to the belief that outstanding school leaders, staff, and teachers can achieve excellent outcomes for all students;
- Ability to multi-task and work within an ever-changing, fast-moving, start-up environment, while driving toward clarity and solutions;
- Strong organizational skills; extremely careful attention to detail and follow-through;
- Strong analytical and problem-solving skills;
- Ability to work well in a team;
- Excellent written and oral communication skills; and
- Ability to create, monitor and maintain systems that enhance organizational efficiency.

Yellowstone Values

Every employee at Yellowstone College Prep is committed to our PRIDE values:

Positive: At Yellowstone, we smile first. We are a positive presence on campus and extend a good-natured grace and enthusiasm in all personal interactions.

Responsible: We follow through on our promises and commitments. We own our actions and will never settle for less than our best effort.

Integrity: We demonstrate integrity in all circumstances and always put the best interests of the broader Yellowstone community first. We “walk the talk” and lead by example.

Determined: We anticipate and overcome challenges. We are resilient in the face of obstacles and are committed to the success of every member of the Yellowstone community.

Excellence: We hold everyone (families, students, colleagues) to the highest standard of excellence and constantly look for ways to enhance the Yellowstone experience.

Compensation and Benefits

Compensation will be commensurate with qualifications and experience.

Application Process

To apply for this position, please submit your resume and cover letter to our HR Specialist, Jasmen Denton at jdenton@yellowstoneschools.org. Qualifying applicants will then be asked to complete an application and continue through the rest of the interview process.

YELLOWSTONE COLLEGE PREP IS AN EQUAL OPPORTUNITY EMPLOYER. IT IS OUR POLICY THAT ALL APPLICANTS BE CONSIDERED SOLELY ON THE BASIS OF QUALIFICATIONS AND ABILITY, WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, DISABILITY, GENETIC INFORMATION OR VETERAN STATUS.