



Title: Behavior Management Assistant

Reports to: Dean of Students

Qualifications: College degree preferred, but not required
Experience working with children in an educational setting

Organizational Overview

Opening in the fall of 2018 with 240 students in 5th-8th grade, Yellowstone College Prep (YCP) is a community school preparing community leaders. At Yellowstone, we inspire, empower, and invest in our students to achieve their highest potential and fulfill their intended purpose. Our model includes smaller class sizes (capped at no more than 20 students per class), and a culturally relevant, interdisciplinary experience that includes rigorous academics, strong character education, and a focus on parent and community engagement. YCP will grow by a grade level each year, eventually serving students in 5th-12th grade.

Yellowstone College Prep operates on a beautiful Third Ward campus built in 1927 that is less than half a mile from downtown Houston. As part of its unique program, YCP is co-located with Yellowstone Academy, a private Christian school that serves students in preK3 through 4th grade. This innovative public/private hybrid is the first of its kind in the state of Texas. These two schools will operate through a shared services agreement as they leverage the Academy's fifteen years of success and expand to serve nearly 1,000 students in pre-K through 12th grade within the next five years.

At Yellowstone, we believe that no significant learning can occur without significant relationships. Teachers will be supported by a school leadership model that includes a Superintendent, Head of Schools, Dean of Academics, and a Dean of Students. Collectively, the leadership team has over forty years of educational experience in Houston. We are building an incredible team of educators, and we invite you to join us.

Primary Responsibilities

Primary responsibilities include the following:

- Manage lunch detention and isolation
- Implement behavior interventions with fidelity
- Manage discipline data in student management system
- Reaches out to parents for the purpose of developing effective world/communication/behavioral methods
- Foster collegiality and team building among staff; encourage their active involvement in the behavior intervention process
- Provide consultation and intervention regarding behavior management, effective education, and assessment of behavioral needs of students with disabilities
- Possess the ability to conduct functional behavioral observations and design, implement and monitor behavior intervention plans
- Consult with school staff working with students with behavioral needs on behavior management techniques and information on specific student needs
- Conduct professional development on training behavior management, progress monitoring, data collection techniques, social skills, or other targeted district needs

- Provide social skill lessons and materials to teachers, student groups, or individual students as needed
- Design, implement, and monitor behavior programs for students
- Records progress notes, data, etc. for the purpose of providing documentation of activities, administrating discrete trail training
- Oversee the implementation of behavior programs by others (ISS, Lunch Detention and pull out groups)
- Performs record keeping and basic clerical functions, scheduling, copying etc. for the purpose of supporting the Dean in maintaining student files and providing classroom materials
- Assisting with classroom management and behavior/discipline for the whole class, small groups of students, and individual student redirection
- Assisting with movement to and from the classroom, including restroom breaks, time with specialists, recess, meals in the cafeteria, and other related activities
- Monitoring and assisting in the cafeteria during meals
- As needed and assigned, serve as the substitute instructor for content classes
- Assist with morning and/or afternoon arrival and dismissal duty
- Perform other duties as required and assigned by the Dean of Students

Professional Growth and Development

- Maintain a professional relationship with colleagues, students, parents, and community members.
- Participate in staff development activities to improve job-related skills.
- Keep informed of and comply with state and school regulations and policies for classroom teachers.
- Attend and actively participate in faculty meetings and serve on staff committees as needed.
- Participate in an instructional culture that values feedback, seeks out growth opportunities, fosters innovation, and always puts student achievement first.
- Perform other duties as required and assigned.

Yellowstone Values

Every employee at Yellowstone 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 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. Yellowstone College Prep offers a competitive benefits package that includes medical, dental, and vision insurance, supplemental life and short-term disability insurance, and paid sick leave.

Application Process

To apply for this position, please complete an online application which can be accessed through the “employment” tab on the Yellowstone website at www.yellowstonecollegeprep.org. Yellowstone will notify candidates if they are selected for the next round of the application process. This process will include participating in a comprehensive 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.