



Title: Instructional Aide

Reports to: Dean of Academics

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

Organizational Overview

Opening in the fall of 2018, Yellowstone College Prep is a community school preparing community leaders. At Yellowstone,

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 innovate 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.

Teachers and instructional aides will be supported by a school leadership model that includes a Head of Schools, Dean of Academics, and Dean of Students. We are building an incredible team of educators—and we invite you to join us. We provide a competitive salary/benefit package, there is no state testing requirements, and through our faith-based approach, you will have the opportunity to build lasting relationships with our students and families.

Primary Responsibilities

Primary responsibilities include the following:

- Assisting lead teachers with all elements of daily instruction in the classroom
- Assisting with classroom management and behavior/discipline for the whole class, small groups of students, and individual student redirection
- Assisting with the observation and evaluation of student's academic and social/emotional growth and development
- Assisting with the planning of lessons and preparation of classroom materials, activities, and centers (including making copies)
- 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
- Assist with, plan, and facilitate intervention instruction as determined by the academic team

- As needed and assigned, serve as the lead instructor or assistant for ancillary classes or other “specialist” blocks
- 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

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 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, submit an online application at www.yellowstonecollegeprep.org.

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.