



Middle School Academic Dean

Trinity Episcopal School is seeking a Middle School Academic Dean. A member of the middle school administrative team, the MS Academic Dean will report to the Head of Middle School. The Middle School Academic Dean provides academic leadership and supports the implementation of the curriculum and classroom instruction of all core subjects and enrichment classes. The Middle School Academic Dean supports the work of the Middle School by promoting the mission, values and policies of Trinity Episcopal School. The Academic Dean works with the Head of Middle School to provide guidance to faculty in supporting the academic growth of students. The Middle School Academic Dean also has part-time teaching responsibilities in one of the core academic subjects.

Primary Responsibilities:

Academic Program

- Curriculum Development and Implementation
- Scheduling
- Assessment and Report Cards
- Standardized Testing
- Honor Code and Scholarly Habits
- Teaching Responsibilities in one of the following core areas: English/Language Arts, Math or Social Studies

Faculty

- Substitutes
- Coaching
- Teams
- Professional Development
- New Faculty Mentoring
- Hiring

Parents

- Parent Education
- Communication

Communication

- Interdivisional Communication
- Admissions

Management/Administration

- Special Events
- Crisis Management
- All other duties as may be assigned by the Head of the Middle School

Minimum Requirements/Qualifications:

- Excellent knowledge and experience with the curriculum and education philosophy of the School, especially in the core areas of literacy, mathematics, science, and the social sciences.
- Masters Degree in curriculum & instruction preferred.
- Familiarity with and commitment to the mission of independent schools and Trinity Episcopal School.
- Demonstrated experience and success working with students, parents and faculty; a strong passion for teaching and for the classroom experience; a sense of joy and enthusiasm in working with all stakeholders.
- Integrity, sound judgment, self-confidence, maturity and a sense of perspective.
- Excellent interpersonal, presentation, writing, organizational and communication skills.
- Ability to be a self-starter and initiator, and ability to effectively work independently and as a member of an administrative team.
- A high level of energy and ability to work on many tasks/projects; a strong work ethic
- Strong critical thinking and analytical skills, problem solving and effective decision making skills.
- Demonstrated sensitivity to, appreciation for and positive communication with students, faculty and staff of varying racial, ethnic, religious, gender, cultural, disability, sexual orientation and socioeconomic backgrounds.
- A love for children and a willingness to go above and beyond in the best interests of students.

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to walk through campus
- Ability to assist with some event set-ups, as needed (moving chairs, tables, etc.)

Founded in 2000, Trinity Episcopal School is an independent, co-educational school of more than 425 students in grades K-8. Situated on an urban campus in the Garden District of Charlotte's First Ward neighborhood, TES capitalizes upon the vibrant Center City as an extended classroom for cultural enrichment, hands-on learning, and opportunities to serve the community.

A mission-driven school, Trinity is dedicated to three equally valued and thoroughly intertwined goals: *creating scholars, nurturing spirituality, and embracing diversity*. TES is a place of pride and passion, where teachers and students are fully engaged. Trinity's constructivist curriculum challenges students to academic excellence and seeks to maintain the curiosity found in young learners. In keeping with the Episcopal educational tradition, spiritual development is integral to the Trinity experience and is reflected in regular opportunities for community worship and a

comprehensive service-learning program. The founders of Trinity Episcopal School sought to create a student body that would reflect the population of the Charlotte metropolitan area, and it comprises a diverse community of learners who learn together with a mutual sense of belonging, respect, and acceptance. Trinity is populated by a rich variety of people from diverse racial, ethnic, religious, and socioeconomic backgrounds. This intentional pluralism is a hallmark of Episcopal schools that Trinity has embraced since its founding. Additionally, Trinity has established an honor code that holds students to the highest standards of integrity and personal conduct.

Salary and Benefits:

Trinity Episcopal School is committed to attracting and retaining outstanding employees through a compensation plan that compares favorably with those of other independent schools both locally and nationwide. Individual salary levels are competitive and are determined by educational background and experience.

Application Process:

Please complete the application process via the website (www.tescharlotte.org/careers) and submit a resume and cover letter explaining your experience and interest. This full-time, eleven month position begins August 1, 2021.

3/30/21