



**Available Position:** English Department Chair  
**Department:** Upper School  
**Reports to:** Upper School Head  
**Full/Part-time:** Full-time  
**Date Posted:** October 12, 2022  
**Start Date:** 2023 - 2024 School Year

**About The Trinity Preparatory School:**

Trinity Preparatory School is an independent, coeducational, college preparatory school that helps students excel in college and in life, contribute to their communities, lead in a changing society, and grow spiritually. In alignment with our mission, we affirm our commitment to our core values: Trinity Family; Educational Excellence, both Academic and Extracurricular; Leadership and Character Development; and Faith and Spirituality.

Founded in 1968, a dedicated group of Orlando community leaders led by the late Reverend Canon A. Rees Hay wanted to provide a quality, independent secondary education for students in Central Florida. As a result, they established the Trinity Preparatory School in grades six through 12. Affiliated with the Episcopal Church, we welcome families and students from all faith traditions, cultures, and backgrounds, knowing that we are all enhanced by diversity.

Our devoted and notable faculty and staff are leaders in their field who share their knowledge and expertise with others at various professional development opportunities worldwide. Their dedication is demonstrated to our students, families, and communities both inside and outside of the classroom with a balance of academic rigor and wellness. Trinity's student body and families are a reflection of the world as they travel from the greater Orlando area and across the world to take part in the Trinity experience.

**Position Description:**

Trinity Preparatory School seeks applicants for a full-time English Department Chair. The Chair serves as an academic leader, who reinforces the school mission and strategic imperatives of the Trinity Preparatory School with respect to pedagogy and curriculum. The Chair will set departmental curriculum, objectives, assessments, and policies according to the needs of a range of learners in collaboration with members of the department to secure excellence within the department.



The English Department Chair will exemplify Trinity Prep's four Core Competencies that apply to all employees of the organization:

- Demonstrates Self-Awareness
- Ensures Accountability
- Communicates Effectively
- Cultivates Innovation

The English Department Chair will exemplify Trinity Prep's three Core Competencies that apply to all Department Chairs of the organization:

- Directs, Optimizes and Plans Work
- Develops Talent
- Leads Effective Teams

#### Personnel Management

- Consult with Director of Learning and Instruction to make recommendations to the Head of School on departmental hires
- Conduct goal-setting and goal-progress evaluation meetings with all department members
- Make recommendations with school leadership to Head of School for retention and advancement of department members
- Consult with and make recommendations to school leadership on matters of faculty discipline when appropriate.
- Evaluate classroom instruction (minimum of twice annually)
- Evaluate student feedback and share with teachers
- Evaluate advisory performance with Division Head/Dean's Office
- Consult with and offer feedback (when applicable) to appropriate school leadership on advisory, coaching, or other +1 performance.
- Complete faculty evaluation forms to be shared with and signed by department member prior to contract offer

#### Curriculum management with Director of Learning and Instruction

- Lead the development and evaluation of departmental curriculum in consultation with department members to maximize learning opportunities, teaching experience
- Annually generate/review departmental purpose statement, policies and procedures in consultation with division heads and the Director of Learning and Instruction and department members
- With other school leaders, ensure standards are being met in the instruction of departmental curriculum, interdepartmental offerings, and Advanced Placement courses
- Vertically and horizontal align the instructional for skills, concept mastery, assessments, equity of student experience
- Stay knowledgeable of trends and practices in the discipline



Professional development with Head of School and Director of Learning and Instruction

- Encourage a growth mindset in all employees
- Eagerly and actively support open communication regarding all areas of professional life
- Consult on professional development requests
- Maintain a working knowledge of content and pedagogical developments in the discipline at other secondary schools and colleges

Duties and Responsibilities (Operations):

- Participate on curriculum committee
- Make budget recommendations and manage approved departmental budget
- Develop a growth mindset for all department members
- Assist with book orders and personnel deployment for scheduling
- Manage department meetings
- Assist with new faculty orientation

**Qualifications and Experience:**

- Minimum of a bachelor's degree from an accredited institution or the international equivalent with a focus on English. Master's degree preferred.
- Articulates an authentic commitment to diversity and holds others accountable for the same.
- Promotes an inclusive environment that values, encourages, and supports differences.
- Minimum of 5 years prior experience in public and or independent schools, with a strong background in curriculum and instruction.
- Passionate about the chosen field of study.
- Capable of teaching all levels of the subject, demonstrating a mastery of current pedagogy.
- Outstanding leadership skills.
- Exceptionally capable in both written and oral communication.
- Excellent organizational and presentation skills.
- Proven success working collaboratively in educational leadership.
- Must pass a Jessica Lunsford Level II background check and drug test.

**Application Requirements:**

Interested candidates should complete an application through the below link:

[APPLY NOW](#)

**Benefits:**

Comprehensive benefits package including medical, dental, vision, life and disability, 403(b) plan

**Employee Nondiscrimination Policy:**

Trinity Preparatory School is an Equal Opportunity Employer