



Head of School

Holy Trinity Episcopal Academy
Melbourne, Florida
July 2023 • htacademy.org



The Opportunity

Southern Teachers is assisting Holy Trinity Episcopal Academy in the search for its next Head of School. Founded in 1957, Holy Trinity Episcopal Academy (HTEA) is the leading K-12 private school in Brevard County, and one of the premiere independent college preparatory schools in the State of Florida, serving approximately 950 students in preschool through grade 12.

Holy Trinity Episcopal Academy offers an academically challenging curriculum in an environment that reflects the joy and peace of Christian values.

For 65 years, HTEA has maintained the premise that a whole child approach to learning offers students the greatest opportunity for success in college, career and life. This educational philosophy is expressed through an academically challenging curriculum that delivers unrivaled educational experiences and enrichment opportunities in a safe, nurturing, and spiritual environment that reflects the joy and peace of Christian values.

Holy Trinity's highly qualified administration and faculty take a student-centric approach to instruction that combines traditional teaching methods with modern, hands-on experiences designed to shape one's character and foster a lifelong love of learning at all ages and stages, while

providing a foundation of knowledge, skills and adaptability essential for navigating our increasingly challenging and technology-based world.

HTEA teachers encourage students to do hard things, push boundaries, step out and lead. They have the freedom, flexibility and support to teach outside of the box. As a result, Holy Trinity students are empowered to reach their fullest potential, while developing a confidence that will endure throughout their lives.

Ranked best private school in Brevard County and among the top one percent (1%) in the United States, Holy Trinity is located on two campuses in Melbourne, Florida. The Lower School, or Parish Campus, serves approximately 340 preschool and elementary school students, while the Upper School, or Pineda Campus serves approximately 610 junior high and high school students.

Holy Trinity Episcopal Academy is a college-preparatory Episcopal school serving approximately 950 students in preschool through grade 12.

To Apply

Please complete the online [Application](#) to become a **Southern Teachers Candidate** and submit a cover letter explaining your interest in and qualifications for this position.



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Located in Melbourne, Holy Trinity draws from the many contiguous communities that comprises the 72 miles of coastline that is Brevard County, Florida. More popularly known as the "Space Coast" due to its proximity to the world-famous Kennedy Space Center, Brevard's population is over 600,000. The county has the most concentrated high-tech economy in the state and is one of Forbes top 10 best cities for STEM jobs.

Melbourne is the economic engine of Brevard and home to the most elite aerospace and defense companies in the world. A fast-growing community, the city is the second largest in the county both in size and population (approximately 86,000).

Consistently ranked among the top three best places to live in Florida and #18 nationally by US News and World Report's 150 Best Places to Live in the USA, 2021-2022, Melbourne's year-round warm weather and proximity to the beach makes it a desirable place to live, work and raise a family.



Performance Objectives

Uphold HTEA's mission, vision, and values and the strategic goals of the institution

The Head of School will work with the Board of Trustees and administration in:

- Delivering the unrivaled educational experiences and enrichment opportunities for which Holy Trinity is known
- Creating a pathway of success that prepares students for college, career and life
- Ensuring a safe and supportive school culture and environment that promotes spiritual discovery, kindness, integrity, and inclusivity
- Deepening connections within the Holy Trinity and greater community to support and advance the mission of the school and the student experience
- Upholding sound and sustainable financial and operational practices
- Solidifying HTEA's mission and reputation for the future

Guide the school in the development of a vision and strategies that ensure Holy Trinity remains the preeminent educational opportunity for students in Brevard County

The Head of School will work with Holy Trinity's Office of Marketing and Communications to create compelling internal and external narratives that highlight the school's unique attributes and unparalleled value. Moreover, he or she should be comfortable engaging with HTEA families and various members of the local community to preserve and grow relationships while maintaining Holy Trinity's exceptional public image.

Work with Administration to find ways to ensure Holy Trinity attracts and retains high-quality faculty and staff and develops pathways for their ongoing development

Holy Trinity is committed to recruiting and retaining passionate, caring and highly qualified faculty and staff. The Head of School will work to ensure HTEA offers an





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Performance Objectives *(continued)*

attractive and highly competitive compensation and benefit package to draw the best candidates to the school. He or she will oversee strategic initiatives to identify new and innovative ways to attract new talent to HTEA, while fostering a positive, supportive, and collaborative work culture for existing faculty and staff, ensuring all employ best practices in their respective disciplines. This includes, but may not be limited to, restructuring the employee evaluation process and ensuring opportunities for regular continuing education opportunities.

Provide leadership for a critical capital campaign and the school's physical and programmatic expansion

The Head of School will oversee the fundraising, design, and construction of a new, two-story, 30,000-square-foot, multi-use academic building on the Upper School campus. Named the IDEAS Institute, this building will serve as a natural extension of Holy Trinity's Upper and Lower School IDEAS Centers, which offer designated spaces for immersive classes that foster inquiry- and project-based learning, as well as co-curricular experiences beyond traditional classroom academics. The new building will also house additional classrooms to accommodate recent growth. In collaboration with the Board of Trustees and the Advancement Office, the Head of School will be the face and voice of this capital campaign while continuing to build a strong culture of philanthropy at the school.

Adequately balance the needs and expectations of two campuses

Holy Trinity has two campuses, the Lower School and the Upper School. The Head of School will need to deftly navigate the challenges of leading both, some of which will be logistical. The Head of School will need to be highly visible on both campuses. Other challenges will center on value; constituencies at both campuses need to feel they are held in high and equal esteem. The Head of School will need to provide leadership and support for both campuses such that the entire Holy Trinity experience and curriculum are consistent and exceptional.





The Position

Preferred Qualifications

- Personal philosophy aligns with the values of Holy Trinity and supports the Episcopal tradition on which the school was founded
- Minimum 10 years related experience in education (private K-12 sector preferred) and/or relevant executive management expertise
- Master's degree or higher
- Experience working with and reporting to a highly vested, all-volunteer governing board
- Development experience including capital campaign and/or major gifts

Major Duties and Responsibilities

- As the sole employee of the Board of Trustees, work closely with board members to uphold and articulate Holy Trinity's mission, vision and core values and advance the school's visibility to all constituencies including students, faculty and staff, alumni, parents, grandparents, school and church communities, local business and industry and the community at large
- Oversee the financial management, maintenance, and day-to-day operations of the school
- Understand, embrace, and lead the implementation and accountability for the metrics defined in the school's recently adopted five-year strategic plan; collaborate with the leadership team to execute the components of the plan and monitor its effectiveness to achieve desired outcomes
- Assume overall responsibility for the shaping of the school's academic program and the quality of academic life in the school community
- Appoint and remove faculty and staff employed by the school and determine the compensation for each
- Establish and implement policies designed to attract, retain, develop, and evaluate qualified faculty and staff
- Provide opportunities for professional growth and development of staff, including cultivating future generations of administrative leaders

- Admit and dismiss students and families
- Embrace a fundraising mindset while seeking every opportunity to communicate the importance of individual and business donors/partnerships
- Seek and engage in opportunities for involvement within the broader network of schools, school leaders, Holy Trinity Episcopal Church, and the community
- Protect and grow the school's reputation
- Ensure that the school's program of spiritual development comports with its Episcopal heritage
- Embrace diversity to create a community that is welcoming and inclusive
- Ensure the school remains in compliance with standards that are set by its accrediting bodies
- Build positive and meaningful relationships with school families and the greater community
- Advance a school culture of philanthropy, purpose, trust, and innovation



The Position *(continued)*

Characteristics and Traits

- A dynamic, mission-driven leader who wholeheartedly and equally embraces the Holy Trinity values of Mind, Body, and Spirit
- A mature, steadfast, and respectful mediator who can resolve conflict effectively with people holding divergent perspectives
- A transformational leader who can see the big picture and hold fast to Holy Trinity's core mission while managing the tension between tradition and innovation
- A constructive and compelling communicator who can clearly articulate the mission and identity of HTEA in both speech and writing
- A collaborative team player who empowers the leadership and holds them accountable; someone who is straightforward; shares information easily; listens as well as offers advice, and respects the abilities of others; someone who imparts trust and integrity, and guides others in a similar vein; someone who believes in the importance of maintaining balance and perspective; an advocate and supportive partner
- An approachable relationship-builder who can connect strongly with the varied constituencies that comprise the HTEA community
- A leader that deeply values diversity, equity and inclusion
- A visible and supportive leader who is eager to attend or participate in the many activities on the campuses
- A warm and personable individual with high emotional intelligence who has the willingness and ability to undertake the challenge of building trust, such that all members of the Holy Trinity community feel valued and supported
- An educator who is passionate about learning and who can inspire faculty and students to grow and learn

College Counseling

Holy Trinity's highly acclaimed College Counseling program is designed to assist students and parents in negotiating the unknown, sometimes daunting process of researching and applying to colleges. Helping to create a bridge from the high school experience to college, and eventually a career, the College Counseling staff provides opportunities throughout high school to proceed down this road. The College Counseling office places emphasis on identifying personal strengths and interests, developing reasonable expectations, and submitting applications that are a true reflection of each individual student. Last year, 100 percent of Holy Trinity's graduating class was accepted to college. These 91 students were accepted into 21 of the top 50 colleges and universities in the nation.





The School

Early Childhood

In Early Childhood, children are introduced to hands-on engaging activities that encourage social, emotional, physical and cognitive development. Projects challenge critical thinking in the areas of language, literacy, mathematics, science, social studies, and the arts. Guided discoveries are accommodated through a wide variety of experiences including play and creative movement. Social and emotional skills are developed through the instruction of the "I Care Rules" formed by the Peace curriculum, which fosters a loving, spiritual, safe, and respectful environment in which each child will successfully grow.

Preschool, Pre-K, and Kindergarten

Holy Trinity's exceptional curriculum for Preschool, Prekindergarten and Kindergarten is coordinated with the Elementary program so that there is a seamless transition to first grade. Enrichment classes, including music, computers, STEAM Lab, library, daily recess and physical education offer Holy Trinity's youngest learners the opportunity to explore, create, and discover outside the traditional classroom environment.

Elementary

Throughout a Holy Trinity students' elementary years low student-to-teacher ratios ensure that each child receives individualized attention. Many of our faculty have achieved the Florida Gifted Endorsement, which better prepares them to teach children of diverse abilities.

An integrated curriculum spans across subjects. For example, a topic covered in social studies or science may also be explored in a different way in reading, art or music class. Academically related field studies provide hands-on opportunities for students to expand their understanding of subject matter and connect what they're learning to the real world. Special activities such as "Create Your Own Adventure Day" and "Innovation Day" allow students to explore unique areas of interest and to share their passions with others.

Primary Grades 1-3

HTEA's primary school program, which includes first, second and third grade, features an academically and intellectually rigorous curriculum that fosters learning through exploration, development of strategic thinking, and engaged learning through directed and self-initiated projects. In these crucial

At a Glance

- Founded: **1957**
- Grades: **K3-12**
- Total Enrollment: **950**
- EC Enrollment: **75**
- Elem Enrollment: **265**
- JH Enrollment: **198**
- SH Enrollment: **412**
- Student Diversity: **24%**
- Total Faculty and Administration: **153**
- Faculty Diversity: **14%**
- Student/Faculty Ratio: **9:1**
- Average Faculty Experience: **16 years**
- Average Faculty Tenure: **9 years**
- Faculty with Postgrad Degrees: **2%**
- Highest Tuition: **\$18,630**
- Students Receiving Aid: **18%**
- Annual Budget: **\$16M**
- Total Debt: **\$1,939,000**
- Board of Trustees: **20**
- Accreditations: **FCIS**
- Most Recent Accreditations: **2020**

learning years, students build a strong academic foundation, mastering and reinforcing essential skills that will carry them throughout their learning careers.

To accommodate children's tremendous growth in grades 1 through 3, each grade has a team of talented and dedicated teachers who work together to address each student's individual needs, enabling each child to build confidence and achieve academic success.

Intermediate Grades 4-6

During grades 4-6, students become more independent thinkers, building intellectual curiosity and analytical thinking skills. Fourth grade students rotate through the subjects of mathematics, writing, and social studies/science in the morning and spend the remainder of the day with their homeroom teacher for spelling, handwriting and reading. Fifth and sixth graders change classes for each subject, building a bridge to their junior high experience. Our intermediate teachers provide a secure base for pre-





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teenagers to explore greater independence and autonomy, a process that involves risk-taking, success and failure in a constructive and supportive environment.

In addition to their regular enrichment schedule, sixth grade students have the opportunity to take quarterly offerings in music, art, French or Spanish (two quarters each) or Tech Lab. Sixth grade students are encouraged to dive deep and focus on one area for enrichment the entire year or sample a mixture of offerings throughout the year.

Upon completion of sixth grade, Holy Trinity's students are well prepared to meet the challenges of junior high and high school – academically, creatively, physically, and socially.

Junior High (Grades 7-8)

At all times, but especially during Junior High, a safe and supportive learning environment allows all Holy Trinity students to find their own voice and explore their unique interests. Holy Trinity's Junior High offers a comprehensive and varied, yet individualized, curriculum. Each seventh and eighth grader takes a full year of core classes in mathematics, science, English, and social sciences. Both physical and health education are integral to the Junior High program. The Junior High also offers elective classes in art, drama, orchestra, band, percussion, concert choir, foreign languages, writing enrichment, science research, and engineering/computer programming. Additionally, because Junior High and High School students are on the same campus, advanced Junior High students may take High School-level courses.

High School (Grades 9-12)

Holy Trinity's High School students may optimize their resumes by selecting from a variety of college-preparatory, Honors, and Advanced Placement (AP) courses according to their interests and abilities. Holy Trinity currently offers 29 AP options for which students may earn college credit. These options include not only courses in science, mathematics, history, and world languages, but a variety of unique electives.

As Holy Trinity prepares students for their future college and career paths, the high school curriculum is evolving to include both core academics and opportunities to "learn by doing" in project-based, experiential learning. Robust and growing offerings in engineering, robotics, and computer science, along with math modeling, journalism, AP Capstone Seminar and



Just Be in 2022-2023

This year's Holy Trinity Fund theme is "Just Be in 2022-2023." The school has rolled out targeted, research-backed initiatives aimed at nurturing students' mental health and emotional well-being, while giving parents and teachers the tools to help guide them. Each month has a different theme related to mental and emotional health, complete with corresponding activities for students and parents, including small group discussions, student wellness breakout sessions, relevant guest speakers, and the return of well-regarded parent workshops. Holy Trinity is committed to making sure every student feels safe and comfortable going to school every day, so students can focus on learning and thriving.

SOUTHERN TEACHERS

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Research, Speech and Debate, Law and Trial Techniques and Business allow Holy Trinity students to develop essential skills for success, including collaboration, communication, creativity, and creative problem solving. A unique partnership with Florida Institute of Technology allows Holy Trinity juniors and seniors to earn college credit on the Holy Trinity campus with adjunct professors in the areas of business and law.

Athletics and Arts

At Holy Trinity, students can participate in selected afterschool athletics as early as kindergarten. Intramural basketball, cheer, and soccer are offered for students in kindergarten through sixth grade, and swimming is offered for students in first through sixth grade. Students in fifth and sixth grade may choose to join co-ed basketball, track, volleyball, or flag football.

At the Junior High and High School levels, Holy Trinity's sports program provides competitive athletes with the developmental opportunities to succeed at the highest levels, while also offering a variety of options for students who simply want to try something new.

The Upper School offers 41 Junior High, Junior Varsity, and Varsity athletic teams across 13 sports, enabling student-athletes to build important life skills, including character, dedication and teamwork. Additionally, because the Junior High and High School are on one campus, advanced Junior High athletes can participate on many Varsity teams, and all Junior High athletes benefit from direct mentorship from and shared facilities with High School athletes.

The Holy Trinity Tigers play in over 375 Upper School and 150 Lower School games/meets/matches annually. Since the start of the athletics program in 2000, Holy Trinity has won 22 State Championships, 51 Individual State Championships, 48 Regional Championships, 116 District Championships, and turned out one professional football player and one professional golfer. Today, seven out of 10 Upper School students play at least one sport, and many play up to three, in a given school year.

Twelve percent (12%) of Holy Trinity graduates have gone on to play collegiate sports at all levels, including major NCAA Division I, II, III, and NAIA colleges and have played at such

prestigious institutions as the University of Notre Dame, the United States Air Force Academy, Duke, Harvard, Princeton, University of Texas, University of Kentucky, University of Pennsylvania, Columbia, and the University of Florida, among others.

Holy Trinity opened its new Tiger Athletic Complex in the fall of 2020. The \$5.5 million facility boasts a state-of-the-art strength and conditioning center, home and visitor locker rooms, concessions, restrooms, trainer facilities, a conference room, the latest generation NFL-quality artificial turf field featuring CoolPlay technology, and a renovated eight-lane Plexitrac athletic track surface.

Holy Trinity encourages students to explore a wealth of fine and performing arts, rounding out their academic and athletic pursuits. More than 65% of Upper School students participate in one or more arts courses or activities, enabling them to explore their creative side under the direction of educators who are passionate about the arts as well as teaching.

At the Elementary level, students participate in grade-level musical performances, twice weekly music classes, weekly art classes, a "Masterpiece of the Month" program, in-studio artwork creation, an annual K-6 art show, and Orff Ensemble in Band.

At the Junior High and High School levels, students have music elective offerings to choose from, including multiple skill-levels of Band, Chorus, and Orchestra. They can also participate in acting/drama courses and take part in annual Junior High and High School performances. Visual arts offerings include Photography, Computer Graphics, Ceramics, and Drawing/Painting. Honors classes include Newspaper, Yearbook, Concert Choir, Acting and Band. Advanced Placement arts courses include Computer Graphics, Studio Art, Music Theory, and Digital Photography. Holy Trinity students also participate in campus-wide, community-wide, and statewide competitions and assessments. Just one example, the Holy Trinity Tigrium Yearbook staff has won multiple awards at the National Scholastic Press Association journalism conference.

Holy Trinity alumni have gone on to pursue their artistic dreams at institutions such as the prestigious Pratt





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Institute, Savannah College of Art and Design (SCAD), Ringling College of Art and Design, the Fashion Institute of Technology, The Academy of Art University, as well as photography and arts programs at several top U.S. colleges and universities.

Student Life at Holy Trinity

Spiritual Life

The third pillar of Holy Trinity's commitment to Mind, Body, and Spirit centers on the school's religious heritage and spiritual core. Holy Trinity is a school rooted in the Episcopal tradition. Episcopal schools find their home in this rich Christian tradition encouraging the enrollment of students from a variety of faith traditions or no faith at all. Holy Trinity's aim is that all students, regardless of religion, race, gender, or socioeconomic background, are welcome at the school.

Worship at Holy Trinity is a regular part of school life for all students and faculty, and school families are always welcome to attend. In Early Childhood, chapel is incorporated into the individual classroom four days a week with a weekly gathering of the entire Early Childhood community in the sanctuary for Bible lessons. Students begin each day with a spiritual connection meeting rooted in God's love, and every month, each student participates in a Character Education lesson that is rooted in scripture.

In Elementary school, students start most days actively involved in chapel worship services in roles such as readers, leaders of prayer, acolytes, and musicians. Eucharist is celebrated monthly.

In grades 7-12, a 15-minute chapel service is held mid-morning three days a week, with Holy Eucharist celebrated one time per month in the Scott Family Center for Worship and the Performing Arts. Students of all grades are encouraged to use their leadership, reading, musical, artistic, drama, public speaking, and other God-given gifts in Holy Trinity's worship ministry. Upper School chapel is planned by the Head Chaplain, together with the Student Chaplain and the Chapel Council.

Character Education is reinforced throughout all aspects of Holy Trinity life with the goal of students assuming responsibility for their own behavior and learning. Learned



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values from the Character Education Program are put into action through participation in outreach programs that support a variety of community and global needs. Service learning encourages students to develop an enthusiasm for serving their local communities as well as addressing global needs. Through the Character Education Program, Holy Trinity seeks to produce graduates who act ethically and responsibly, making a tangible difference in the world around them

Counseling

The school counseling program at Holy Trinity is an integral part of a total educational program for student success and provides academic, career, personal and social development for every student. The School Counseling Department works to deliver a comprehensive developmental program

addressing the personal/social, career and academic growth of all students. This is accomplished through student and family meetings in addition to classroom guidance and grade-level retreat days.

HTEA School counselors, academic advisors and academic coaches serve all students in preschool through grade 12 with guidance and counseling activities designed to meet their individual needs in a variety of settings. Counselors/advisors/coaches engage students in classroom, group, and/or individual activities to enhance, encourage and support the learning experience. All professional school counselors abide by the ethical standards advocated by the American School Counselor Association and by the Florida Counseling Association and participate in professional development essential to maintaining a high-quality school counseling program.

Counselors encourage personal growth and social development by fostering life-long interpersonal skills and a sense of respect for self and others, guiding students in ethical decision making, teaching valuable goal setting and problem-solving skills, and using small group counseling to address various counseling topics throughout the year. They work to prepare students for future career choices by encouraging career exploration, communicating the relationship between personal qualities, academic achievement and career success and help them meet their academic goals by offering coursework communicating the relationship between academic success and future opportunities, teaching valuable time management and organizational skills, encouraging students to build a relationship with their teachers and understanding and applying their unique learning styles to achieve academic success.

The junior high years can present unique challenges for students and families as they progress through adolescence. The Head of Junior High, the Dean of Junior High, the Junior High teachers and the academic coaches are committed to keeping students engaged as they encourage them to self-advocate, strengthen problem solving and communication skills, reach out to others, develop leadership skills and explore a variety of academic and extracurricular interests.





The Community

Melbourne is located approximately one hour southeast of Orlando in Brevard County (otherwise known as the Space Coast), along Interstate 95. It is approximately halfway between Jacksonville and Miami. Outdoor recreational opportunities are abundant in this coastal community, with an average temperature of 81 degrees. At 72 miles, Brevard's coastline is the longest in Florida. Two great rivers, the Indian River and the Banana River, run parallel to the Atlantic Ocean, separating the mainland from the barrier islands and the beach. Residents enjoy boating, fishing, surfing, and the area's rivers and pristine beaches.

Brevard is a booming tourist destination with the Kennedy Space Center and cruises from Port Canaveral attracting millions of people to the Space Coast every year. Once here, visitors enjoy easy travel to their destinations via Interstate 95 and U.S. Highway 1, which are accessible from virtually anywhere in the county. The Space Coast also benefits from Port Canaveral and the Orlando Melbourne International Airport, which make travel by cruise ship, commercial airline, or chartered plane convenient.

The Space Coast features the most concentrated high-tech economy in the state, according to the Milken Institute. Brevard holds one of the nation's largest concentrations of employment in the communications sector and the most concentrated manufacturing workforce in the State of Florida. As the birthplace of American Space Exploration and the hub of Florida's space industry, Florida's Space Coast has cultivated generations of high-tech talent. Major employers including SpaceX, Blue Origin, Boeing, Lockheed Martin, L3Harris, Northrop Grumman, Rockwell International, Embraer and Health First call Brevard County home with several located in Melbourne.

Melbourne is known for its exceptional educational opportunities. Eastern Florida State College (EFSC), formerly Brevard Community College, offers three bachelor's degree programs and over 40 Associate Degree programs. Florida Institute of Technology is a U.S. News & World Report Tier 1 Best National University and is ranked a Best Value College in Florida by PayScale's College ROI Report.

A fast-growing community, Melbourne is the second largest in the county both in size and population (approximately

86,000). The "Harbor City" has something to offer everyone from its beautiful beaches and rich history to excellent dining and a thriving arts culture. Melbourne is consistently ranked among the top three best places to live in Florida and #18 nationally by US News and World Report's 150 Best Places to Live in the USA, 2021-2022. Melbourne's year-round warm weather and proximity to the beach makes it a desirable place to live, work and raise a family.



Application Process & Timeline

For consideration, candidates should submit applications to Southern Teachers at SouthernTeachers.com, along with a current resume and a cover letter explaining their interest in and qualifications for this leadership position.

Questions may be directed to Mr. Jamie Estes at Estes@SouthernTeachers.com or 434-295-9122.

Please do not contact the school.

Initial interviews with the consultant at Southern Teachers will be ongoing.

The new Head of School will begin work July 2023.

