



Available Position: Assistant Head of Upper School
Department: Upper School
Reports to: Head of Upper School
Full/Part-time: Full-time (12 month)
Date Posted: February 10, 2023
Start Date: July 1, 2023

About The Trinity Preparatory School:

Trinity Preparatory School is an independent, coeducational, college preparatory school that develops ethical, resilient leaders who thrive in the pursuit of excellence, embrace diversity in thought and perspective, 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 twelve. 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 reflect the world as they travel from the greater Orlando area and across the nation to take part in the Trinity experience.

The Assistant Head of Upper School will exemplify Trinity Prep's four Core Leadership Competencies that apply to all employees of the organization:

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

The Assistant Head of Upper School will exemplify Trinity Prep's Leadership Competencies that apply to the role within the organization:

- Instills Trust
- Customer Focused Decision Quality
- Manages Conflict and Complexity
- Optimizes Work Processes

**Position Description:**

The Assistant Head of Upper School is a strategic, action-oriented, and communicative leader who has an unwavering belief in young people and those who serve them. Reporting to the Head of Upper School, the Assistant Head of Upper School will and has overall responsibility for supporting all of the operations of the division, the Upper School Administrative team, and coordinate-programs with the middle school. In addition, this role includes serving as an advisor, and teaching one class or coaching an upper school season.

Duties and Responsibilities:**As a member of the Upper School Administrative Team you will:**

- Foster a strong sense of belonging and community while promoting the School's mission and core values in the Upper School. Assists in the promotion of a positive school climate and faculty/staff morale through positive feedback and recognition.
- Assists the Head of Upper School at all times, and acts in the capacity of the Head of Upper School during the Head of Upper School's absence.
- Works collaboratively with the Upper School Administrative Team: Dean of Students; Assistant Deans of Students; Director of College Counseling; Guidance Counselor; and the Assistant to the Head of Upper School as a member of the Upper School Administrative Team.
- Supports department chairs and students with classroom accommodations with final exam protocols, schedules and logistics.
- Support faculty with curricular issues, curriculum development, classroom management, and overall best practices (i.e. differentiated instruction) in pedagogy.
- Ability to collect, analyze, synthesize, and report student performance data effectively and determine ways to improve and monitor the quality and effectiveness of learning.
- Assist with crisis mitigation and resolution with all constituents.
- Proactively coordinate external communications and meetings regarding student life with advisors and families all the way through to conflict resolution.
- Monitor and respond to any concerns related to daily attendance, including student privileges on and off campus.
- Coordinate and track substitute coverage for faculty and Fellows, while working closely with the Assistant to the Head of Upper School.
- Participate and attend professional development as needed or required.
- Serve on school committees as assigned.
- Perform other duties as assigned by the Head of Upper School.

As a leader of Upper School, you will:

- Work in conjunction with the Head of Upper School to develop and coordinate specific grade level activities and trips with the Assistant Dean of Students and faculty leaders. Attend and ensure student safety and well-being during the school day and at school functions.
- Collaborate with the Director of Learning and Instruction, Guidance Counselors, and school faculty and administrators to ensure support for all students' academic, social-emotional, or behavioral growth.
- Will support classroom-based initiatives in differentiated learning and instruction as well as classroom management.



Qualifications and Experience:

- Masters degree preferred from an accredited institution or the international equivalent.
- 3 to 5 years of experience as an Upper School educator and administrator with proven leadership and a successful track record of advising, teaching, or coaching students.
- Promotes an inclusive environment that values, encourages, supports differences, and articulates an authentic commitment to diversity in thought and perspective while holding others accountable for the same.
- Knowledge and understanding of child and adolescent physical, emotional, and intellectual development.
- Knowledge of curriculum design which could be gained through teaching.
- Proven success working collaboratively with diverse students, faculty, staff, and parents.
- High level of maturity, resiliency, confidentiality, and assertiveness.
- Strong conflict resolution and personal coaching skills.
- Exceptionally capable in both written and oral communication.
- Excellent organizational and effective time-management skills.
- Must be able to pass a Jessica Lunsford Level II background check and drug test.

Certifications Required:

- CPR/AED/First Aid can be gained through professional development after hiring.

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.