



Available Position: Upper School English Faculty
Department: Upper School
Reports to: Head of Upper School and English Department Chair
Full/Part-time: Full-time
Date Posted: March 3, 2023
Start Date: August 1, 2023

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 nation to take part in the Trinity experience.

Position Description:

Trinity is seeking applicants for a full-time instructor in our English department. This candidate must have a desire to work with students in a challenging college-preparatory environment and be able to teach all levels of the subject through AP level. Qualified candidates must have the ability to develop meaningful relationships with highly motivated students from diverse backgrounds. This teacher should plan to be an integral component of the students' lives, in and out of the classroom, and to collaborate with colleagues on a grade-level team and as a member of the English department.



Trinity Prep has a one-to-one laptop program, and students use technology in a variety of ways in every discipline. Students use technology in a variety of ways: integrating electronic textbooks, using Google Docs and Forms for assignments, and using blended models to ignite teacher-student interaction. Using our learning management system Canvas and participating in the advisory program are required professional standards.

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

- Directs, Optimizes and Plans Work
- Develops Talent
- Self-Development

Duties and Responsibilities:

- Build a cohesive upper school English program consisting of a research-based curriculum and evaluated materials at age appropriate levels.
- Prepare lesson materials, grade papers, manage the classroom, and evaluate and give feedback to students.
- Good grasp on classroom management.
- Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.
- Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations to ensure accessibility.
- Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate such as hands-on activities, and labs at age-appropriate levels.
- Prepare, administer, and grade tests and assignments in order to evaluate students' progress.



- When necessary, meet with parents and guardians to discuss their child's progress, and to determine their priorities for their child and their resource needs.
- Collaborate with other teachers and administrators in the development, evaluation, and revision of the school science program to support alignment professionally and personally.
- Oversee a group of assigned advisory students for the purpose of advising them on academics, social, future-planning issues as well as acting as the liaison between the parents and school.
- In addition to teaching and advising, Trinity faculty lead a significant out-of-the-classroom activity like coaching a sport or a competitive academic team.
- Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence and best practices.
- Perform other duties as assigned by the supervising administrator.

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.
- 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.
- 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.

Certifications Required:

- CPR/AED/First Aid are able to be gained upon hiring.



Benefits:

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

Application Requirements:

- Interested candidates should complete an application through the below link:
[APPLY NOW](#)

Employee Nondiscrimination Policy:

- Trinity Preparatory School is an Equal Opportunity Employer.