



Available Position:	Middle School Assistant Dean of Students
Department:	Middle School and Athletics and Physical Education
Reports to:	Director of Athletics and Physical Education 4/5 Head of Middle School 1/5
Full/Part-time:	Full-time
Date Posted:	October 16, 2023
Start Date:	Open Until Filled

About the Trinity Preparatory School of Florida:

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.

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 Trinity Preparatory School for grades 6 through 12. Affiliated with the Episcopal Church, the school welcomes 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.

Position Description:

The middle school assistant dean of students assists with the monitoring of student behavior and enforcing the discipline system. The assistant dean is primarily responsible for oversight of student attendance and dress code. In addition, this role carries out other duties and responsibilities as delegated by the Head of Middle School and or Dean of Students in support of the mission of the school 1/5 of the time.

The dean will serve in a full-time physical education faculty position and assume track and field coaching responsibilities. A preferred candidate has middle and upper school experience in physical education, kinesiology, or a related field. This educator has the knowledge and skill to teach health, nutrition, and fitness and reports to the Director of Athletics and Physical Education 4/5 of the time.



Also, the dean must have the ability to develop meaningful relationships with highly motivated students from diverse backgrounds and excellent classroom management skills for whole group instruction. As a teacher-coach, this instructor will be an integral component of the students' lives, in and out of the classroom, and to collaborate with colleagues on grade-level teams, and serve as a member of the athletics and physical education department. This position will remain open until filled.

The middle school assistant dean of students 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 middle school assistant dean of students will exemplify Trinity Prep's Leadership Competencies that apply to their specific role in the organization:

- Interpersonal Savvy
- Situational Adaptability
- Drives Engagement

The physical education faculty will exemplify Trinity Prep's three Core Leadership Competencies that apply to all faculty of the organization:

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

Assistant Dean of Students Duties and Responsibilities:

- Work closely with teachers and administrators to positively influence student attendance, dress code, and general decorum.
- Counsel students on decision-making and behavioral choice/modification.
- Consult with parents on matters related to student behavior and discipline procedures, specifically related to attendance and dress code.
- Maintain database records pertaining to discipline and attendance and generate a report for the Head of Middle School as needed.
- Help supervise students during the after school study period in a designated location.
- Collaborate with other deans and/or administrators as determined by the Head of Middle School.
- Perform other duties as assigned by the supervising administrator.

Teacher-Coach Duties and Responsibilities:

- Nurture a group of assigned advisory students for the purpose of advising them on academics, social, and future-planning issues as well as acting as the liaison between the parents and school.



- Establish clear objectives that incorporate movement- and exercise-based learning strategies for all physical education lessons, units, and projects, and communicate those objectives to students.
- Develop assessments that evaluate students' understanding of physical education topics like health and development, nutrition and sports.
- Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Keep parents/guardians updated on educational activities and school events, student progress and achievement.
- Organize and facilitate regularly scheduled track and field practices with emphasis on developing, monitoring, and instructing speed, agility, and conditioning programs for designated sports.
- Observe and guide the discipline and conduct of track athletes to reinforce our core values, specifically our belief in the educational excellence in the track and field program.
- Interact regularly with track athletes to maintain a safe learning environment both social-emotionally and physically.
- Encourage new track athlete participation and motivate sprinters, distance runners, hurdlers, jumpers, and throwers to continue their growth and development.
- Assist with football in the fall and guide the sprinters in spring track.
- Perform other duties as assigned by the supervising administrator.

Qualifications and Experience:

- Bachelor's degree from an accredited institution or the international equivalent with a focus in physical education, health, or in a related field. Masters degree preferred.
- Minimum of 5 years prior experience in public and or independent schools, with a strong background in curriculum and instruction.
- 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.
- Passionate about the chosen field of study.
- Capable of teaching all or more than one level of the subject, demonstrating a mastery of current pedagogy.
- Exceptionally capable in both written and oral communication.
- Excellent organizational and presentation skills.
- Proven success working collaboratively with other members of the middle school administrative team, physical education department, and coaching staff.
- Must be able to pass a Jessica Lunsford Level II background check and drug test.

Certifications Required:

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

Employee Nondiscrimination Policy:

- Trinity Preparatory School is an Equal Opportunity Employer.