



Assistant Head of School for Academics Search

July 1, 2023



Trinity School of Midland

3500 West Wadley Ave

Midland, TX 79707

www.trinitymidland.org



The
Education
Group



THE SCHOOL



Trinity School is a coeducational, college-preparatory independent day school located in Midland, Texas and serves 695 students in grades Pre K - 12. Founded in 1958 as an Episcopal parish day school, Trinity is now an independent school in the Episcopal tradition. Its Mission stresses development of the mind, body, and soul, as well as inspiring servant leadership. Trinity leads educational institutions in the Permian Basin in its efforts to inspire, motivate and develop students' talents through an appropriately challenging curriculum. Trinity's focus is on the whole child; it encourages each student to cultivate his/her passions and areas of interest and is committed to social-emotional learning and the development of strong character and citizenship. Trinity is dedicated to providing a place of belonging for all members of its school community and encourages all to become positive, transformative influences on the larger community. The Board of Trustees, along with the faculty and administrative staff, are charged with upholding the Mission and core values and competencies of the School. Teachers at Trinity are known for their dedication, creativity and their engaging approaches to instruction as well as their ability to meet students where they are while still maintaining the School's high standards. Trinity School is accredited by the Independent Schools Association of the Southwest (ISAS) and is a member of the National Association of Independent Schools (NAIS).





The Position

Trinity seeks an energetic, creative, and experienced educational administrator for the role of Assistant Head of School for Academics. The Assistant Head of School for Academics serves as a member of the Administrative Leadership Team, oversees the school's Academic Council, and reports directly to the Head of School. Candidates must first have clear enthusiasm for ambitious teaching and learning, have a demonstrated interest in leading a coordinated approach to development, planning, and instruction in all academic disciplines throughout the school, and enjoy working with educators and children of all stages of school life. Preference will be given to candidates knowledgeable about a variety of approaches to teaching and learning, especially those with experience in independent schools. This position might entail teaching a class in an area of interest and/or serving as a grade level advisor. Successful candidates should have experience leading teams in an educational setting, an advanced degree, and should be committed to leading collaborative curriculum development and continued professional development.



THE POSITION

Core Responsibilities of the Assistant Head of School for Academics:

- Reports to the Head of School
- Serves on the Administrative Leadership Team
- Leads the Academic Affairs Committee, comprised of the Division Heads and Assistant Head of School for Academics
- Leads the Academic Council, comprised of Academic Leaders (formerly Department Heads)
- Supervises the Professional Development Program, including in-service programming
- Supervises the Library, Education Support Services, and Educational Technology Programs
- Assists with teaching faculty recruitment, hiring, and evaluation
- Manages new faculty orientation, including the mentoring program
- In cooperation with the Division Heads, supervises curriculum development, selection, and implementation including vertical alignment and curriculum mapping.
- Manages the substitute teacher program
- Coordinates accreditation process(es)
- Teaches and advises as needed and/or assigned
- Other duties as assigned by the Head of School





FAST FACTS



MISSION

Trinity School is a college preparatory community that provides a nurturing environment to enrich the mind, strengthen the body, enliven the soul, and inspire servant leadership.

SCHOOL



Established: 1958

Campus: 22 acres

Grades: PreK - Grade 12

Enrollment: 695

Preschool: 112

Lower School: 285

Middle School: 155

Upper School: 143

Average Class Size:

PS/LS: 16

MS/US: 12

Students Receiving Financial Aid: 18%

Students of Color: 29%

Graduating Class of 2023: 37

College-Bound Graduates: 100%

FACULTY



Teaching Staff: 67

Administrators: 15

Advanced Degrees: 22%

Average Years of Experience: 11



TO APPLY

Prospective candidates should send the following materials to the search consultant in a single PDF document:

- Letter of interest specifically addressing this position and school
- Resume (education and work experience)
- Statement of educational philosophy
- List of five professional references with contact information

In addition, candidates should complete a [Trinity Faculty Employment Application](#).

Candidates will be evaluated as materials are received.



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