



Head of Middle and Upper Schools

Trinity School of Texas is a preK-12 college preparatory program that successfully prepares students for college and beyond in a joyful, spiritual environment. Graduates of Trinity School of Texas will attain academic excellence, embrace diversity, demonstrate intellectual curiosity, appreciate the arts, value physical well-being, serve their community and exemplify Christian living.

The Head of Middle and Upper Schools serves as a member of the executive leadership team reporting directly to the Head of School. This position provides leadership for the middle and upper grades, from 6th to 12th grade. As an executive campus leader, the Middle/Upper School Head is the standard of professional educational leadership and supports and embodies the values of the institution and the Episcopal church. This position, in cooperation with the Lower School/Early Childhood Head and Head of School, supports the philosophy and mission of Trinity School of Texas through all levels of administrative function. This is a 12-month, full-time, salaried, benefited position.

Responsibilities of this position. The Head of Middle & Upper Schools:

- Provides consistent direction and support of faculty through regular, multiple informal and formal supervision, setting the standard for both instruction and pedagogy
- Supports faculty and facilitate proactive communication through regular faculty meetings and managing of inter-faculty communication
- Reviews and confirms class schedules and faculty loads
- Provides early and engaging intervention with students regarding academic, behavioral, social and emotional needs, demonstrating a high degree of care
- Invests in restorative discipline in partnership with faculty
- Provides evaluation and create content for curriculum, coordinating with the middle and upper grades for alignment
- Leads others as a life-long learner through annual professional development, and prioritizing faculty professional development
- Organizes and approves all student trips using best practice for planning, travel and supervision
- Participates and co-leads in-service opportunities and on-site workshops
- Manages curriculum and instruction budget for division
- Coordinates with other campus partners including Extended Enrichment, Admissions, school nurse, registrar and other professionals

- Maintains professional communication with families
- Provides annual evaluations of safety protocol and health practices
- Uses all available data to continually evaluate curriculum and teacher performance, including standardized testing
- Provides guidance for division chapels
- Provides godly stewardship of resources through careful inventory and review of supplies and instructional materials
- Establishes calendar items in cooperation with the LS division
- Provides leadership for the broader campus as needed, including special events that are meaningful aspects of campus life

Qualifications: Bachelors in Education and a Masters in Education or Educational Leadership, and at least five years professional experience in the middle and upper grades. Professional experience as an assistant administrator preferred. Strong interpersonal and collaboration with colleagues of diverse backgrounds and pedagogical approaches, effectively interacts with a diverse population of students and faculty.

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