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**Trinity Episcopal School, Austin, Texas**

**Head of Preschool**

Trinity Episcopal School seeks a highly-qualified Head of Preschool, starting July 2023.

Trinity Episcopal School is an inclusive, forward-thinking, faith-based, PK-8 independent school that meets each student where they are to nurture the whole child’s academic, social, physical, emotional, and spiritual growth. Trinity is located in West Lake Hills, close to downtown Austin, Texas.

***Our Mission***

At Trinity Episcopal School, we nurture each child academically, physically, emotionally, and spiritually. We honor each child’s spirit for learning and life, ever mindful that we are all children of God.

***Our Core Values***

* A Christian Foundation
* Enriched Academic Excellence
* A Diverse Community
* Family Commitment

**Overview of position:**

Blue House Preschool includes approximately 90 students in 9 classrooms. The Preschool division head is charged with the comprehensive responsibility for all 18 full and part-time personnel, programs, and activities involving students and faculty in the Preschool division. He or she is a dynamic educational leader who combines strategic thinking with professional expertise and excellent relational and communications skills. This individual reports to the Head of School.

**Responsibilities**

* Maintain congruence between the school's mission, core values, and all activities of the division.
* Act as the educational leader of the Preschool division, responsible for students, faculty, curriculum, and pedagogy. Foster a developmentally age-appropriate and collaborative learning environment for students, distinguished by both rigor and joy.
* Act as the operational leader of the Preschool division, responsible for its day-to-day operations; direct the activities of instructional and non-instructional staff in the performance of their duties. Prepare a master preschool schedule and assign teachers and students to classes and other obligations.
* Lead the families and faculty/staff to cultivate positive, working partnerships to best serve students. Foster a community climate that is nurturing, energetic, supportive, and characterized by high morale. Maintain awareness of the educational, physical, social, and psychological needs of the members of our school community, and develop plans for meeting those needs.
* Oversee coordination of the co-curricular and extra-curricular activity programs of the school; assist in the planning and the presentation of school assemblies and programs; assist in maintaining a comprehensive calendar of school events; inform the entire school community of various school programs and activities.
* Facilitate collaboration between the Preschool, Lower School, and Middle School divisions to ensure a cohesive school culture and academic program. Keep the Head of School informed about the general programs, activities, and challenges of the school.
* Effectively articulate and communicate the division's programs, expectations, behavioral guidelines, and other information necessary to ensure all constituencies are fully informed consistent with their individual roles.
* Observe, inspire, supervise, and evaluate the faculty in the development and implementation of curriculum; supervise the teaching process; review and evaluate the academic programs.
* Facilitate professional development, both on campus and away, for Preschool faculty and staff, in keeping with Trinity’s robust commitment to ongoing learning. Conduct regular faculty meetings on routine school matters and on issues of educational/philosophical interest and concern.
* Inspire faculty members to innovate and reach professional goals.
* Establish programs for orientation of new teachers and for evaluation of classroom teachers, to ensure that teachers are familiar with and adhere to school mission, values, philosophies, and policies in all areas of school operation.
* Serve as a consultant to teachers in matters of classroom management, teaching methods, and general school procedures.
* Provide academic guidance of students; maintain complete academic records on all students; oversee the grading and reporting of standards and methods used by teachers in measuring student achievement.
* Establish guidelines for proper student conduct and dress; maintain student discipline consonant with school policies; monitor students' adherence to established school rules; maintain accurate records of student attendance and citizenship.
* Assist in the admission process for the testing, interviewing, and evaluation of applicants for enrollment.
* Serve on the school's Leadership Team and on other committees as required. Provide recommendations to the Head of School on the hiring, retention, and assignment of faculty. Perform other duties as assigned by the Head of School.
* Connect with parents to help them feel they can trust their children are known and cared for at Trinity’s Preschool.
* Communicate with parents on the academic, social, and developmental progress and problems of students.
* Ensure that student progress is communicated to parents by teachers in a timely and appropriate fashion.
* Encourage parents to become involved in both divisional activities and activities with the entire community.
* Accomplish documentation and ensure processes to meet all licensing requirements.

At Trinity, leadership and faculty members

* seek knowledge of current instructional theories as a commitment to understanding and professional growth
* demonstrate a vast repertoire of effective and engaging instructional strategies that meet the needs of all students
* hold high, but not uniform, expectations of all students
* maximize instructional minutes
* model, teach, and expect age-appropriate disciplined behaviors in a way that is mission-consistent and respectful
* meaningfully and personally engage with all students
* actively support colleagues
* positively and actively contribute to the life of the school
* collaborate with parents in the best interest of the school
* understand and respect the principal qualities of an Episcopal school
* respect and seek understanding in all facets of diversity

***Qualifications***

* Educational leader with 5-7 years of teaching, and a minimum of 3 years of administrative experience focused on Early Childhood or related areas
* Bachelor’s degree, with a Master’s degree in Education or Administration preferred
* Experience in early childhood and elementary education and a demonstrated deep love and understanding of children and respect for teachers
* Demonstrated leadership and an enthusiasm for innovation and curriculum development, reflecting current research in pedagogy and curricular design
* Experienced in supervision and coaching of faculty
* The vision, flexibility, energy, patience, adaptability, and sense of humor to lead successfully and cultivate growth
* Demonstrated excellence in oral and written communication skills

***To apply***

Resumes and letters of application should be sent to Human Resources at Trinity Episcopal School, 3901 Bee Cave Road, Austin, TX 78746, by fax to 512-472-2337 or by email to employment@austintrinity.org. Applications will be reviewed upon receipt and accepted until the position is filled. No phone calls please.

Trinity Episcopal School invites all qualified individuals who share our core values to apply for faculty positions. All faculty members must be able to support Trinity’s mission as a Christian school.

Trinity Episcopal School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

Trinity Episcopal School complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall and transfer, leaves of absence, compensation, and training.

Trinity Episcopal School expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Trinity Episcopal School employees to perform their expected job duties is absolutely not tolerated.