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**Lower School Teaching Fellow – Grades K-4 2025-2026**

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

**Overview:**

The Lower School Teaching Fellow collaborates with the Lead Teacher to deliver the strongest education and experience possible for Trinity students. The Fellowship provides “on-the-job” training for individuals to continue their growth and experience in a progressive, research-based environment.

**Responsibilities**

The Teaching Fellow role is integral to ensuring the quality of a Trinity education. The Fellow will:

* Work collaboratively with the Lead Teacher and grade level team on a range of tasks (major areas of responsibility: differentiating instruction, administrative tasks, performing assessments, and collecting data).
* Facilitate a positive classroom community.
* Facilitate positive behavior management, counseling with students as daily issues related to social/behavioral/emotional situations arise.
* Assume the role of Lead Teacher when the Lead Teacher is away from the classroom.
* Uphold the mission and values of Trinity Episcopal School and be a positive and active member of the community.

The Lead Teacher has ultimate responsibility for the classroom, students, and parent communication and it is expected and necessary that the Lead Teacher and Teaching Fellow operate as a positive and cohesive team.

To ensure maximum professional growth, the Teaching Fellow will participate in professional development training activities and faculty meetings as directed by the Director of the Huffman Fellowship Program and the Lead Teacher will support each Teaching Fellow in defining their professional goals and in scheduling classroom observations or special training activities that support those goals.

**Required Qualifications**

* Strong work ethic and excellent character
* Exceptional writing skills and strong verbal communication skills
* Ability to be an innovative, flexible, collaborative, and positive faculty member
* Bachelor’s degree or higher from an accredited college or university
* A strong desire to grow professionally and personally
* **Preferred Qualifications**
* Previous classroom or student-teaching experience
* Familiarity with the Reading and Writing Workshop model
* Knowledge base in constructivist mathematics education
* Interest in pursuing a career in education

**To Apply:**

Resumes and application letters should be sent to Human Resources at Trinity Episcopal School, 3901 Bee Cave Road, Austin, TX  78746, or by email to [employment@austintrinity.org](mailto: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 nondiscrimination 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, 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.