



Middle School Academic Dean

Trinity Episcopal School seeks a highly qualified individual to fulfill the role of Academic Dean for the Middle School division, grades 5-8, for the 2019-20 School Year.

Trinity Episcopal School is an inclusive, forward-thinking, faith-based K-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.

We have high expectations for our students, and we are looking for educators who have:

- a strong background in middle school education
- passion for educating pre-adolescents
- excellent problem-solving and written and oral communication skills
- a proven record of classroom teaching and leadership experience
- and a deep desire to impart to students the agency, importance, and benefits of enriched academic excellence.

We seek to find faculty who are interested in working in a highly collaborative environment, daily working with colleagues to improve practice, systems, and programs. Educators who flourish at Trinity are people who place a priority on professional learning and research-based practices and have high expectations for themselves. We are looking for teachers who actively engage in the life of the school, bring new knowledge and enthusiasm to our team, and help lift the level of all teachers and all students in our K-8 program.

Overview of Position: The Academic Dean works closely with the Head of Middle School to provide supports necessary to develop and maintain a culture of professionalism and excellence among the faculty as we strive to educate each child, each day. Specifically, the Academic Dean is responsible for initiatives, systems, and oversight related to curriculum and instruction as well as faculty professional development. Main responsibilities include:

- applying research and data to establish, evaluate, and improve the content, sequence, and outcomes of the teaching-learning process
- collaborating with the division head and core academic departments to initiate and oversee goal-setting, curriculum alignment and mapping, and academic program implementation
- helping coordinate, evaluate, and improve student performance reporting systems, schedules, and strategies
- organizing and shepherding systems of faculty evaluation and individual and collective pedagogic growth/improvement
- participating actively in the recruitment, hiring, and orientation process
- serving as an inspiration, resource, and mentor for faculty and administrators to engage in educational best practices and professional development opportunities

- working with the division head and learning specialist to coordinate, administer, analyze, and communicate regarding annual standardized testing procedures and results
- acting as an integral member of the Middle School Leadership Team, Middle School Curriculum Development Team, eighth grade student capstone project team, and school-wide global education committee

Other Responsibilities: This position also includes teaching a co-curricular and/or elective class; acting as an advisor to a small group of students; providing guidance and support to faculty; and working closely with the Learning Specialist, Director of Co-curricular Programs, grade-level team members, specialists, administrators, and other colleagues to ensure that all students make academic and social progress in accordance with the School's mission and core values.

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.

At Trinity, our faculty...

- 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 students
- understand and respect the principal qualities of an Episcopal school
- respect and seek understanding in all facets of diversity

Qualifications: A bachelor's degree or higher from an accredited school is required, and professional development and experience in middle and upper level education, curriculum "backward design," and school leadership are preferred. The Middle School Academic Dean will have high professional expectations, a growth mindset, and a commitment to elevating the teaching profession.

Resumes and letters of application should be sent to Human Resources at Trinity Episcopal School, 3901 Bee Cave Road, Austin, TX 78746, 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, transfer, leaves of absence, compensation, and training.