Available Position: Fine Arts Department Chair  
Department: Upper School  
Reports to: Head of Upper School  
Full/Part-time: Full-time  
Date Posted: December 13, 2023  
Start Date: Open Until Filled

About the Trinity Preparatory School of Florida:
Trinity Preparatory School is an independent, coeducational college-preparatory school that develops ethical, resilient leaders who thrive in the pursuit of excellence, embrace diversity in thought and perspective, and grow spiritually. In alignment with our mission. We affirm our commitment to our core values: Trinity Family; Educational Excellence, both Academic and Extracurricular; Leadership and Character Development; and Faith and Spirituality.

In 1968, a dedicated group of Orlando community leaders led by the late Reverend Canon A. Rees Hay wanted to provide a quality, independent secondary education for students in Central Florida. As a result, they established Trinity Preparatory School in grades 6 through 12. Affiliated with the Episcopal Church, the school welcomes families and students from all faith traditions, cultures, and backgrounds, knowing that we are all enhanced by diversity.

Our devoted and notable faculty and staff are leaders in their field who share their knowledge and expertise with others at various professional development opportunities worldwide. Their dedication is demonstrated to our students, families, and communities both in and out of the classroom with a balance of academic rigor and wellness. Trinity’s student body and families reflect the world as they travel from the greater Orlando area and across the nation to take part in the Trinity experience.

Position Summary:
Trinity Preparatory School seeks applicants for a full-time Fine Arts Department Chair. The Chair serves as an academic leader, who reinforces the School’s mission, vision, and strategic imperatives. The Chair will set departmental curriculum, objectives, assessments, and policies according to the needs of a range of learners in collaboration with members of the department to secure excellence within the department. The ideal candidate will expand interdisciplinary opportunities; devise a system for individual music lessons and other 1:1 learning opportunity, and determine ways to increase the role of technology in the ideation, design, and creation of Art at Trinity Preparatory School of Florida. The school is building a new stem facility that will offer opportunities for cross-curricular synergy, developing new habits of the mind, and growth for faculty as well as students.

The Fine Arts Department Chair will exemplify Trinity Prep’s four Core Competencies that apply to all employees of the organization:

- Demonstrates Self-Awareness
- Ensures Accountability
• Communicates Effectively
• Cultivates Innovation

The Fine Arts Department Chair will demonstrate Trinity Prep’s three Core Competencies that apply to all Department Chairs of the organization:
• Directs, Optimizes and Plans Work
• Develops Talent
• Leads Effective Teams

Personnel Management:
• Consult with the Head of School, Assistant Head of School, and the Director of Learning and Instruction on departmental hires and professional contract offers appropriately.
• Make recommendations with school leadership for retention and advancement of department members.
• Conduct goal-setting and goal-progress evaluation meetings with department members.
• Consult with and make recommendations to school leadership on matters of faculty discipline when appropriate.
• Evaluate classroom instruction at least twice annually.
• Evaluate student feedback and share with teachers.
• Evaluate advisory performance with Division Head/Dean's Office.
• Consult with and offer feedback (when applicable) to appropriate school leadership on advisory, coaching, or other additional plus one performance.
• Complete faculty evaluation forms, shared with and signed by department members prior to contract offer.

Curriculum management with the Director of Learning and Instruction:
• Lead the development and evaluation of departmental curriculum and departmental purpose statements in consultation with department members.
• Generate/review the departmental purpose statement, policies and procedures in consultation with division heads and the Director of Learning and Instruction and department members annually.
• Ensure standards are being met in the instruction of departmental curriculum, interdepartmental offerings, and Advanced Placement courses with other school leaders.
• Vertically and horizontally strengthen alignment of skills, concept mastery, assessments, and equity of experience.
• Be knowledgeable of content, pedagogical, and technological developments in the discipline at other secondary schools and colleges.

Professional development with the Head of School and the Director of Learning and Instruction:
• Encourage a growth mindset among all department members.
• Eagerly and actively support open communication regarding all areas of professional life.
• Consult on professional development requests.
• Make recommendations to department members as needed.
Duties and Responsibilities (Operations):
- Serve on Curriculum Committee;
- Manage the departmental budget;
- Assist with book orders and personnel deployment for scheduling;
- Manage Department Meetings;
- Assist with on-boarding new department members.
- Serve as a mentor to new employees outside of your department.

Qualifications and Experience:
- Possess a minimum of a bachelor’s degree from an accredited institution or the international equivalent with a focus on fine arts. Master’s degree preferred.
- Possess a minimum of 5 years prior experience in public and or independent schools, with a strong background in curriculum and instruction.
- Promotes an inclusive environment that values, encourages, supports differences, and articulates an authentic commitment to diversity in thought and perspective while holding others accountable for the same.
- Passionate about the chosen field of study.
- Capable of teaching all levels of the subject, demonstrating a mastery of current pedagogy.
- Outstanding leadership skills.
- Exceptionally capable in both written and oral communication.
- Excellent organizational and presentation skills.
- Proven success working collaboratively in educational leadership.
- Must pass a Jessica Lunsford Level II background check and drug test.

Benefits:
- Comprehensive benefits package including medical, dental, vision, life and disability, 403(b) plans.

Employee Nondiscrimination Policy:
- Trinity Preparatory School is an Equal Opportunity Employer.

Application Requirements:
- Interested candidates should complete an application through the below link: APPLY NOW