



Available Position: Mathematics Learning Specialist 2024-2025
Department: Mathematics
Reports to: Head of Middle School and Head of Upper School
Full/Part-time: Full-Time
Hours: 8:30 am to 4:30 pm
Date Posted: March 19, 2024
Start Date: August 1, 2024

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.

A full-time faculty position at Trinity Prep consists of serving as an advisor, teaching 5 classes, and assuming additional duties as assigned. For example, all faculty are required to have a plus one responsibility.

Position Summary:

Trinity Prep is seeking an experienced educator for a full-time mathematics learning specialist for grades 6-12. Competitive candidates must have significant experience in the classroom, demonstrated expertise in youth development and learning, demonstrated experience working with children and families, and a commitment to student wellness and education. The mathematics learning specialist is proficient in mathematics curricula and instruction; best practices, and mathematics education as well as has taken a leadership role in this field. This academic leader provides support and care for students in all grades and works collaboratively with the Wellness and Academic Support Team, the faculty, and administration to facilitate the implementation of the Trinity Prep mathematics curriculum.

Qualified candidates must have the ability to develop meaningful relationships with highly motivated students from diverse backgrounds. This mathematics learning specialist should plan to be an integral component of the students' lives, in and out of the classroom, and to collaborate with colleagues across divisions and serve as a member of the mathematics department along with the academic support team. This position will remain open until filled.

Trinity Prep has a one-to-one laptop program, and students use technology in a variety of ways in every discipline. For example, students integrate electronic textbooks, utilize Google Docs and Forms for assignments, and apply blended models to ignite teacher-student interaction. Using our learning management system, Canvas, and participating in the advisory program are required professional standards.

The mathematics learning specialist will exemplify Trinity Prep's four Core Leadership Competencies that apply to all employees of the organization:

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

In addition, the mathematics learning specialist will exemplify Trinity Prep's three Core Leadership Competencies that apply to all faculty of the organization:

- Self-Development
- Directs, Optimizes and Plans Work
- Develops Talent

Duties and Responsibilities:

As the Mathematics Learning Specialist:

- In consultation with divisional leadership in all support areas, provide one-on-one, small and whole group instruction to identified students (via teacher referrals, school reports, and classroom observations) in grades 6-12 mathematics.
- Develop and teach a Preliminary Scholastic Aptitude Test (PSAT) and a Scholastic Aptitude Test (SAT) test preparation session for students in grades 9-12.
- Meet regularly with the Division Heads and the TPS Wellness and Academic Support Team to review student needs and address those needs directly with the student and their parents/guardians.
- Develop a roster of students who need individualized learning support, whether due to learning differences, prolonged health absences (illness, concussion, etc.), or mental health needs, and periodically, advancement.
- Coordinate with other 6-12 grade mathematics teachers to ensure continuity of the curriculum.
- Attend student support meetings and other meetings deemed appropriate to implement specific support strategies.
- Stay abreast of current trends with cutting-edge research on learning, study skills, and learning differences support.

- Collaborate with other teachers and administrators in the development, evaluation, and revision of the academic support program to ensure students are prepared for the next grade level.
- Attend professional meetings, educational conferences, and teacher training workshops as requested or required to maintain and improve professional competence.
- Perform other duties as assigned by the supervising administrator.

Working closely with Middle and Upper School Mathematics Students and you will:

- Meet with students and inform parents/guardians in order to provide tailored interventions that meet individual learning needs.
- Utilize a variety of instructional strategies, materials, and resources to provide academic support and assess student progress.
- Provide individual curricular support, as well as executive function skills development, to students with learning challenges due to learning disabilities, attention issues, social/emotional concerns, or weak organization and study skills.
- Teach a Mathematics Study Strategies unit as part of Introduction to Upper School for 9th graders.

Working closely with the Middle and Upper School Mathematics Faculty you will:

- Consult regularly with teachers at each grade level to ensure timely academic screening and treatment planning for executive function deficits and learning needs.
- Promote best practices in learning within the classroom setting and provide instructional leadership.
- Partner with faculty to coordinate and implement recommendations and accommodations and to facilitate faculty's understanding of students' learning styles.
- Ensure that faculty understand each student's learning profile.
- Mentor teachers in mathematics instruction along with differentiated instruction.
- Support a smooth transition for students to the Upper School and beyond.

Qualifications and Experience:

- Bachelor's degree from an accredited institution or the international equivalent with a focus in a related field. Masters degree preferred.
- Minimum of 5 years prior middle and upper school experience in public and or independent schools, with a strong background in curriculum and instruction.
- Promotes an inclusive environment that values, encourages and supports differences, and articulates an authentic commitment to diversity in thought and perspective while holding others accountable for the same.
- Previous mathematics teaching experience preferred.
- Possess a high degree of self-management and the ability to take initiative while being in continuous communication and collaboration with multiple stakeholders.
- Trained in and/or experience with student-centered and experiential instruction.
- Passionate about the chosen field of study.
- Capable of teaching all levels of the subject, demonstrating a mastery of current pedagogy.
- Exceptionally capable in both written and oral communication.
- Excellent organizational and presentation skills.
- Proven success working collaboratively with other members of the mathematics department.
- Must pass a Jessica Lunsford Level II background check and drug test.

Certifications Required:

- CPR/AED/First Aid can be obtained upon hiring.

Benefits:

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

Application Requirements:

- Interested candidates should complete an application through the below link:
[APPLY NOW](#)

Employee Nondiscrimination Policy:

- Trinity Preparatory School is an Equal Opportunity Employer.