



Available Position: Upper School English Faculty 2025-2026
Department: Upper School
Reports to: Head of Upper School and English Department Chair
Full/Part-time: Full-time
Date Posted: November 1, 2024
Start Date: Open Until Filled

About the Trinity Preparatory School of Florida:

Trinity Preparatory School is an independent, coeducational, college preparatory school that helps students excel in college and in life, contribute to their communities, lead in a changing society, 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.

Founded 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 the Trinity Preparatory School in grades six through twelve. Affiliated with the Episcopal Church, we welcome 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 inside and outside 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 position at Trinity consists of serving as an advisor, teaching 5 classes, and assuming additional duties as assigned. For example, all faculty are expected to have a plus one, which is a major leadership responsibility outside of the classroom.

Position Summary:

Trinity is seeking applicants for a full-time upper school English instructor. Qualified candidates must have the ability to develop meaningful relationships with highly motivated students from diverse backgrounds. This teacher should plan to be an integral component of the students' lives, in and out of the classroom, and to collaborate with colleagues on a grade-level team and as a member of the English department. 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, such as integrating electronic textbooks, using Google Docs and Forms for assignments, and using blended models to ignite teacher-student interaction. Using our learning management system Canvas and participating in the advisory program are required professional standards.

The upper school faculty member 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 upper school faculty member will exemplify Trinity Prep's three Core Leadership Competencies that apply to all faculty of the organization:

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

Duties and Responsibilities:

- Nurture a group of assigned advisory students for the purpose of advising them on academic, social, and future-planning issues, as well as acting as the liaison between the parents and school.
- Prepare lesson materials, grade papers, manage the classroom, and evaluate and give feedback to students.
- Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
- Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.
- Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.
- Prepare, administer, and grade tests and assignments in order to evaluate students' progress.
- When necessary, meet with parents and guardians to discuss their children's progress and determine their priorities for their children and their resource needs.
- Collaborate with other teachers and administrators in the development, evaluation, and revision of school programs to ensure students are prepared for the next grade and beyond.
- In addition to teaching and advising, Trinity faculty lead a significant out-of-the-classroom activity like coaching a sport or a competitive academic team.
- Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
- Perform other duties as assigned by the supervising administrator.

Qualifications and Experience:

- Bachelor's degree from an accredited institution or the international equivalent with a focus in a related field. Master's degree preferred.
- 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, and 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 more than one level of the subject, demonstrating a mastery of current pedagogy.
- Exceptionally capable in both written, grammatical, and oral communication skills.
- Excellent organizational and presentation skills.
- Proven success working collaboratively with other members of the English department.
- Must be able to 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.

Employee Nondiscrimination Policy:

- Trinity Preparatory School is an Equal Opportunity Employer.

Safeguarding for Children and Youth:

Trinity Preparatory School of Florida is committed to ensuring the safeguarding and well-being of its students and expects all faculty, staff, and volunteers to share this commitment. The recruitment process at TPSF is carried out in accordance with recommendations of the Episcopal Diocese of Central Florida on Protection for Children and Youth from Abuse and includes rigorous background checks prior to appointment and additional training after appointment.

Application Requirements:

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