



Available Position: Director of Strategic Curricula Initiatives 2025-2026
Department: Head of School Office
Reports to: Head of School
Full/Part-time: Full-time
Date Posted: December 21, 2024
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.

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.

Trinity Prep Professional Values:

Below are Trinity Prep's four Core Competencies that apply to all employees of the organization.

We :

- Demonstrate Self-Awareness
- Ensure Accountability
- Communicate Effectively
- Cultivate Innovation



The position of Director of Strategic Curricula Initiatives will exemplify Trinity Prep's Leadership Competencies by having and demonstrating the following:

- Drives Vision and Purpose
- Interpersonal Savvy
- Strategic Mindset
- Curriculum Insight

Position Summary:

Supervised by the Head of School, the Director of Strategic Curricula Initiatives oversees the educational experience and advances learning at the school. A strong candidate is a well-accomplished educator with documented and proven experience in advancing the curriculum at a number of different independent schools. This position will remain open until filled.

S/he is chiefly responsible for:

- engaging, developing relationships with, and encouraging a growth mindset of the Trinity Prep faculty.
- researching best practices supporting learning and developing instruction.
- supervising the Curriculum Committee.
- leading and ensuring the innovation of the Program to add value to the school.
- supervise curriculum vertical and horizontal alignment and implementation.
- engaging with faculty on incorporating differentiated instruction and cultural competencies into their teaching and consult with department chairs in maintaining a uniform, detailed curriculum.
- collaborating with division heads and other school leaders.
- instructing in the appropriate academic department and serving as an advisor.

Duties and Responsibilities:

As the Director of Strategic Curricula Initiatives, you will:

- maintain and report on progress towards faculty and strategic curricula imperatives
- serve as a resource for faculty, recommending workshops, speakers, and programs
- collaborate with and align department heads towards collective curricular goals
- manage the school's Academic Dashboard and report as appropriate
- administer the professional development budget with the Head of School

In concert with faculty and other school leaders, the Director will:

- make recommendations regarding the hiring, retention, and assignment of faculty
- provide metrics and updates on the curriculum through Mission & Data
- maintain the online faculty records in the Faculty-Administration Share file
- plan and execute the professional development curriculum and develop a system to track the participation
- communicate high-quality and innovative professional instructional standards
- assure uniformity in assessment, parent reporting, and academic standards



- strengthen the technological capabilities of our faculty pedagogically and work to ensure the uniform usage of Canvas.
- monitor trends in student academic progress.
- perform additional duties as assigned by the Head of School.

Committee Membership:

- Curriculum Committee
- Academic Council
- Leadership Team

Oversight:

- Florida Virtual School, administrator
- Malone Schools Online Network (MSON), academic liaison
- Advanced Placement (AP) Program, administrator
- Valencia/UF/UCF Dual Enrollment, administrator
- Supervise the TPSF Fellow program and Instructional Design Coaches

Qualifications and Experience:

- Master's degree from an accredited institution or the international equivalent with a focus in a related field is required.
- 7-10 years of teaching and leadership experience; supervisory experience preferred.
- Personal and professional commitment to developing one's cultural competency in a community that celebrates and appreciates diversity.
- Promote 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.
- Possess strong leadership in the areas of curriculum development, pedagogy, and classroom management. Experience with inquiry-based learning, project-based learning, and design thinking is preferred.
- Proven success creating a collaborative and creative working environment that shares a commitment to the mission of the School.
- Demonstrate effective leadership while building relationships with students, parents, and staff to effectively supervise and motivate students.
- Exceptional project management skills; goal driven; detail-oriented; and the ability to set and meet deadlines.
- Excellent written and oral communication skills.
- Deep understanding of Independent School culture.
- Must be able to pass a Jessica Lunsford Level II background check and drug test.

Certifications Required:

- CPR/AED/First Aid are able to be gained 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](#)