



Available Position: Middle and Upper School Mandarin Chinese Faculty
Department: Middle and Upper School
Reports to: Head of Upper School and World Language Department Chair
Full/Part-time: Part-Time
Date Posted: April 3, 2025
Start Date: August 1, 2025

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 Prep is seeking applicants for a part-time middle and upper school Mandarin Chinese instructor with native or near-native proficiency in the language and an in-depth knowledge of Chinese culture for a part-time position for all levels. The candidate should have expertise and experience in teaching Mandarin, preferably at the middle- or high-school level and to students with no previous experience with the language. Proficiency in spoken and written English is also a must. The candidate will be responsible for supporting and implementing the school's curriculum in Chinese and for teaching two sections with two different preps.



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 world languages department.

Trinity Prep has a one-to-one laptop program, and students use technology in a variety of ways in every discipline: 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 Middle and 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 Middle and Upper School faculty member 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:

- 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 to 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.
- 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.

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.
- Articulates an authentic commitment to diversity and holds others accountable for the same.
- Promotes an inclusive environment that values, encourages, and supports differences.
- 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 and oral communication.
- Excellent organizational and presentation skills.
- Proven success working collaboratively with other members of the world language department.
- Must be able to pass a Jessica Lunsford Level II background check and drug test.

Certifications Required:

- CPR/AED/First Aid can 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](#)