



Trinity School

Position Statement
Assistant Head of School Search
Trinity School

New York, New York

Start Date: July 1, 2024



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Trinity School, a nationally recognized coeducational school for grades K-12 on the Upper West Side of New York City, seeks an Assistant Head of School beginning July 1, 2024. Founded in 1709 as a charity school at Trinity Church, Trinity has long been known for its scholastic excellence predicated on intellectual inquiry and self-expression, fueled by mutual respect, broad diversity and community values. Stretching nearly the entire length of 91st Street between Columbus and Amsterdam Avenues, the historic and beautiful campus is home to approximately 1030 students. "The heart of the Trinity experience is relationship between inspiring, caring teachers and their talented, motivated and engaged students." The school's motto, "Labore et Virtute," continues to name the promise and joy of Trinity: hard work and moral excellence.

The Assistant Head of School position serves as right hand of the Head of School. A thought-partner and fellow strategic architect, the Assistant Head holds oversight, K-12, of curriculum, faculty professional growth and evaluation, institutional analysis, and school-wide initiatives as directed by the Head of School. In tandem with the rest of the School's Senior Leadership, the Assistant Head of School preserves and deepens eight interlocking loci of the Mission: to deepen the conversation between student and teacher; to challenge the minds and fire the imagination of students; to attend to moral development and spirituality; and to ensure student safety, diversity, service, and citizenship and community. The school is a thoroughly dynamic and forward-facing institution, and this position is charged with potential and promise, working hand-in-hand with a thoughtful, caring and energetic Head of School, herself the former occupant of this position.



Assistant Head of School Search Position Statement



Trinity School

MISSION STATEMENT

Our Vocation

The conversation between student and teacher is the heart of our school; all that we do must be born of and nourish that relationship. We are called to challenge the minds, fire the imaginations, and train the bodies of the young people who have been entrusted to us; to enlarge their spiritual lives; and to increase their capacity for mutual and self-respect. We intend to prepare them to learn confidently for the rest of their lives and to give generously and joyfully to others. We can accomplish these things only if we keep our students safe and well while they are in our charge.

Our Obligation

We must ask our young people what they believe in so they can know themselves in the world. We must give them the tools of rigorous and passionate intellectual inquiry and self-expression so they can grow. In our commitment to diversity, we must show our students how to be colleagues and friends so they can act out of respect and love. We must lead them to distinguish right from wrong and then do what is right so they can be persuasive and courageous citizens.

Our Promise

As a school community with these purposes and responsibilities, we will engage the larger communities of city, nation, and world of which we are a part. We will serve our neighbors. We will live fully in our city—exploring its byways and playing over its terrain. We will learn its history and traditions, and what it can teach us of the arts and sciences. We will embody and celebrate its diversity.

Our Means

Labore et virtute. The terms of our motto, hard work and moral excellence, are meant to strengthen us as we pursue the promise and joy of Trinity School. We ask Trinity families, alumni, and friends to join us in taking on this high calling.



Assistant Head of School Search Position Statement



Trinity School

PROFESSIONAL QUALIFICATIONS

- Intimate knowledge of K-12 multidisciplinary curriculum
- Successful experience implementing K-12 curriculum
- Experience as a full-time classroom teacher
- Track record of success as an independent school or higher ed administrator
- Demonstrated examples of leadership through collaboration
- Familiarity with a high-functioning, highly academic school



PERSONAL QUALIFICATIONS

- Imaginative
- Inquisitive
- Innovative
- A team player
- Capacity for enjoyment
- Capacity for long hours and hard work
- A sense of humor
- A collaborative nature and approach to work



Assistant Head of School Search Position Statement



Trinity School

CHALLENGES AND OPPORTUNITIES

Curricular Leadership

The Assistant Head position is responsible for curriculum development and alignment K-12. Reporting to the Assistant Head, the Department Chairs work closely with the Assistant Head towards 5-12 alignment and coherence. The Head of the Lower School partners with the Assistant Head to further curricular development K-4. Navigating between change and tradition, deeper curricular alignment, innovation, and mission-driven advancement K-12 affords a multitude of opportunities.

New Leadership

With the advent of a new Head of School, opportunities abound for the Assistant Head in forging partnership, mission-driven advancement, and defining and articulating what academic excellence means at Trinity today. "Mission really drives us," says one faculty member, and the school is ready to welcome that next level of good in an extraordinary educational environment.



Academic Structures

The Assistant Head is responsible for all academic structures, including meaningful professional development, assessments, and the rich relationship between curriculum and pedagogy. Never comfortable with stasis, Trinity is both excited and committed to understanding and implementing the best practices of teaching and learning. The Assistant Head will play a critical role in such exploration and advancement.

Divisional Connection and Alignment

Defined by some as "three schools under one roof," there is an expressed desire for the new Assistant Head of School to develop stronger curricular and community transitions and through-lines among the three divisions, resulting in multiple opportunities for connectivity and whole-school identity.

Building Community

With new leadership come new openings for community and belonging. In tandem with a dynamic new Head of School and a seasoned leadership team, the Assistant Head of School will join forces, "in the service of others," to ensure relational, compassionate and generous leadership in building community and membership for all.

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SALARY RANGE

\$275,000 - \$325,000

APPLICATION PROCESS

Trinity School retained the firm Resource Group 175 (RG175) to support its search for a new Assistant Head of School. If you wish to submit your application, please do so online at <https://rg175.com/candidate/signup>.

Application includes:

- Letter of interest
- Resume or CV
- A personal, leadership or educational philosophy statement
- One additional writing sample of your choice (included in the same PDF as the philosophy statement)
- Names of four current references and contact information (optional)

The deadline for receipt is **Friday, January 26, 2024**.

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