

HEAD OF ELEMENTARY SEARCH

TRINITY SCHOOL

Menlo Park, California

trinity-mp.org

Start Date: July 2025



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM

Mission Statement

Trinity School cultivates academic excellence in an environment where each child is known, valued and has their unique voice. The legacy of a Trinity education is a curious mind and a discerning heart.

At a Glance



Established
1961



Elementary School
Enrollment
100



Financial aid awarded
11.5% of operating
budget



Class size range
15-22



Students of color
76%



Endowment
\$1.7 million



Faculty with advanced degrees
42%

Total enrollment: 156
Total faculty/staff: 42
Faculty of color: 43%

Students receiving aid: 20%
Annual operating budget: \$6.5 million



Overview: A Magical Place

Trinity School is a premier independent elementary day school serving preschool through Grade 5 students. Nestled on 5.5 beautiful acres across two campuses, Trinity's location at the intersection of Stanford University, downtown Menlo Park, and the heart of Silicon Valley places the school at the crossroads of innovation and intellectual vibrancy, providing an exceptional setting for a rich and dynamic education.

For over 60 years, Trinity has partnered with families to nurture motivated, capable problem-solvers who lead with empathy, curiosity, and courage. Trinity's intentionally small community allows for deep, personalized relationships, ensuring that every child is seen, known, and valued. With a commitment to academic excellence and character development, Trinity graduates leave as confident thinkers and compassionate leaders, prepared to make meaningful contributions to their community.

Guided by the mission to cultivate young learners to have curious minds and discerning hearts, Trinity integrates a robust curriculum with hands-on experiences that spark creativity and critical thinking. Whether exploring the natural world, engaging in collaborative projects, or reflecting on the importance of kindness, Trinity students grow into resilient individuals ready to embrace challenges and opportunities with grace.

Position

The Head of Elementary provides visionary academic leadership by implementing and continuously enhancing the Kindergarten through Grade 5 curriculum and ensuring alignment with Trinity School's mission, belief statements, and strategic goals. Fostering a culture of academic innovation, inquiry, and collaboration in service of delivering exceptional, student-centered learning experiences, the Head of Elementary supports a culture of professional growth and ensures curricular continuity and coherence across grade levels while providing an inclusive learning environment where students are safe, engaged, and inspired.



Opportunities and Challenges

Lead from a place of wisdom and expertise. Just as Trinity teachers recognize and build upon the strengths of each child, the Head of Elementary will celebrate and leverage the strengths and talents of the faculty to support a culture of evolution and innovation. Strong candidates will demonstrate emotional intelligence and understand the importance of authentically welcoming all families, supporting faculty and staff, and inspiring joyful engagement in students. Finding humor and delight in the spontaneity and curiosity of young children, the Head of Elementary will embody the values of the Trinity community.

Provide academic vision. The Trinity K-5 curriculum includes a rich menu of specialty classes, experiential learning integrated into student trips, a recently revised math program, Heggerty Phonemic Awareness, and a whole-child approach that respects each child's potential. Trinity is poised to embrace more inquiry-based curricula and more opportunities to make learning visible and share celebrations of learning across the grades. The Head of Elementary will strengthen and articulate the overall program and align professional development with strategic goals.

Strengthen curriculum and pedagogy. The Head of Elementary will guide faculty to deepen the good work in progress by prioritizing collaboration, supporting faculty professional development, sharing protocols for examining student learning, and framing generative questions for ongoing inquiry. The faculty is seasoned, well-regarded, and eager for healthy dialogue around best instructional practices, and they expect their leader to visit classrooms and provide regular, actionable feedback to support professional growth. The Head of Elementary will also monitor and manage the natural tension between faculty autonomy and programmatic coherence. While respecting teacher passion and creativity, the Head of Elementary will communicate broad institutional goals and help teachers find the equilibrium between individual faculty interests and the desired learning outcomes. The Head of Elementary will use collaborative planning time in weekly meetings and professional development days to elevate curriculum and pedagogy.

Collaborate across divisions. The Head of Elementary will work closely with the Head of Early Childhood to ensure vertical alignment and articulation between programs.



Establish, communicate, and celebrate positive community norms. While the faculty understand and appreciate individualized approaches to issues around student conduct, both teachers and students would benefit from more clearly defined policies and procedures when addressing student behavior. Some standardization of classroom norms would help the community reinforce common expectations and positive ways to encourage each child to learn from inevitable missteps and to uphold community standards.

Communicate proactively. Engaging with a wide range of constituents—students, teachers, prospective and current parents, church representatives, as well as leaders in the broader educational community—the Head of Elementary will possess strong writing and public speaking skills, valuing clarity and effectiveness. The ability to listen with an open mind, ask questions, and explain decisions with appropriate transparency are vital in this work.

Partner with parents. Trinity believes in a strong parent-school partnership. Emotionally intelligent and politically astute, the Head of Elementary will understand, manage, and address parental concerns with a nuanced combination of empathy and confidence. The Head of Elementary will help parents navigate developmental milestones, providing counsel and direction when parents need reassurance about their child’s progress. The Head of Elementary will support parents through parent education programs, individual meetings, and regular communications that celebrate Trinity students’ accomplishments.

Qualifications and Personal Attributes

The most compelling candidates for Trinity School’s Head of Elementary will possess to varying degrees the following qualities strengths and qualifications:

- Experience teaching and leading in an Elementary School setting, with a deep appreciation for young learners;



- Strong understanding of early childhood development from kindergarten through fifth grade, curriculum design, instructional best practices, educational trends, and assessment to support an effective, age-appropriate pedagogy;
- The ability to articulate a compelling vision for the Elementary School while deftly managing the systems and processes necessary to implement aligned strategic growth;
- Demonstrated ability to lead, support, and inspire talented educators in a high-achieving community, fostering professional growth, celebrating strengths, and providing additional support for those who need it, all within a positive culture of success for all;
- The ability to modulate the pace of change with care, balancing the school's rich history and traditions with a commitment to evolving best practices and openness to innovation;
- Exceptional ability to clearly communicate with confidence, inspiration, and transparency across a wide range of audiences, building meaningful relationships with students, parents, faculty, and staff;
- Eagerness to be actively involved with students, faculty, staff, and parents, prioritizing visibility and connection amid the demands of a busy professional Elementary School and school community schedule;
- A leader who welcomes new ideas, invites healthy disagreement, and engages in challenging conversations with grace, perspective, and humility;
- A dynamic, energetic, and warm-spirited leader who brings humor, kindness, care, compassion, and a sense of delight in working with Elementary School children and the educators who support them.

Learn More

Click on the links below to learn more about Trinity School.

[School Website](#)

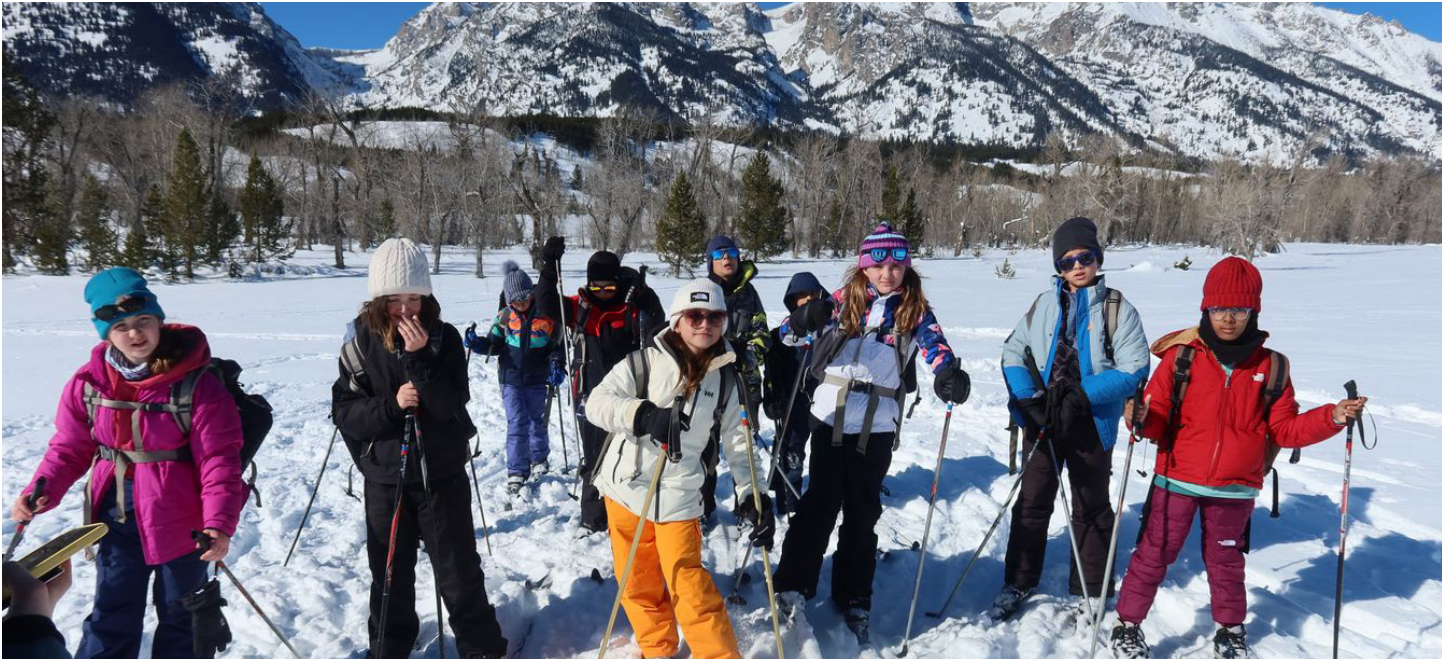
[Spiritual Life at Trinity](#)

[Belief Statements](#)

[Middle School Matriculations](#)

[Trinity 2026 Strategic Plan](#)

[About Menlo Park, California](#)



To Apply

Interested and qualified candidates are invited to contact the consultant in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- A statement of educational leadership philosophy;
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

Karen Whitaker

Senior Consultant

karen.whitaker@carneysandoe.com

The salary range for this position is \$150,000 to \$170,000. The starting salary is based upon, but not limited to, several factors that include years of experience, education level, and expertise