

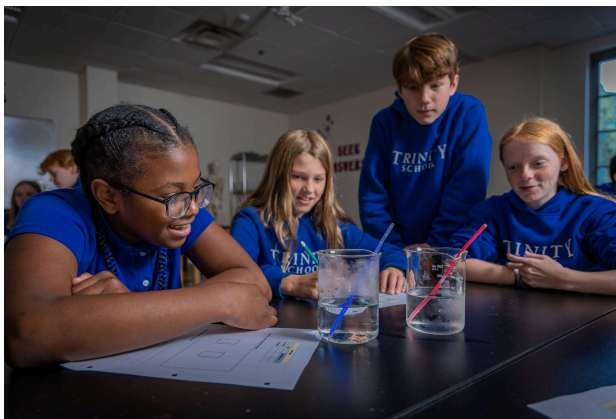
TRINITY SCHOOL

UPPER ELEMENTARY DIVISION HEAD TRINITY SCHOOL – ATLANTA, GA

July 2025

Atlanta-based Trinity School provides a dynamic, innovative, child-centered education for children age three through Sixth Grade. Since 1951, we have empowered students to develop a deep academic and strong character foundation while also honoring the wonder of childhood. Trinity School is an elementary-only independent day school serving ages Three through Sixth Grade with a current enrollment of 600 students. Trinity School creates a community of learners in a diverse and distinctly elementary-only environment, in which each child develops the knowledge, skills, and character to achieve his or her unique potential as a responsible, productive, and compassionate member of the School and greater community.

The Upper Elementary Division (UED) Head is a key member of the School's administrative team and is responsible for the overall supervision of the UED, which includes the program for Second, Third, Fourth, Fifth, and Sixth grades (330 students). These responsibilities require leadership in the multiple, varied arenas of school life. He/she is responsible for fulfilling all responsibilities in accordance with the mission and philosophy of the school.



ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned to meet the school needs.

- To clearly articulate and skillfully communicate, embody, and advocate the mission, vision, culture and core values of Trinity School.
- Directly select, supervise, support, and motivate the UED faculty and support staff of 53. In conjunction with the employees, set goals for ongoing growth and provide them with continual performance feedback and training opportunities. Conduct performance appraisals of employees annually. Handle matters of employment retention, salaries, job assignments, and dismissal in conjunction with the Human Resources Manager and Head of School.



Carney
Sandoe
& ASSOCIATES

Carney, Sandoe & Associates

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- In collaboration with the Academic Leadership Team, provide leadership with the development of curriculum, instructional practices, and assessment, based on sound educational theory, current research, and best practices. Promote high standards for academic performance and responsibility for behavior among students and staff.
- Lead the day-to-day operations of the division with empathy, skill, compassion, humor, collaboration, and a commitment to the betterment of Trinity School.
- Lead employees in creating a positive, nurturing learning environment that respects both the needs of the individuals and of the community by building a culture of trust, partnership, and support.
- Connect authentically with students and families, understanding the importance of each student being known and supported, and supporting the needs of a diverse student population.
- Oversee standardized testing for the division, including parent and teacher education.
- In conjunction with the Learning Team and Counselor, identify and support students' needs and communicate with families and teachers based on classroom observations, psycho-educational testing, or other outside assessments.
- Counsel parents on students' social, emotional, and academic strengths, needs, and issues.
- Write articles for school publications.
- Oversee special programs, including but not limited to concerts, plays, service learning, and graduation
- In conjunction with the Admissions Office, serve on the Admission Committee, work to promote Trinity School to prospective families, and ease the transition to new families into the community.
- Empower the faculty to innovate and make decisions that align with each student's needs.
- Work with faculty to encourage them to establish a respectful professional rapport with parents. Meet with as needed to enhance communication flow and to provide needed feedback, providing referrals to specialized services/schools as needed. Work closely with families, Advisory Counselor, and appropriate admissions directors in the outplacement process.
- Collaborate closely with peers as an integral member of both the Leadership Team and the Academic Leadership Team.
- Work closely with the Early Elementary Division Head to ensure a unified approach across divisions.
- Assume responsibility as needed with other administrators to respond to special concerns and circumstances as they occur at school and /or in the community.



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COMPETENCIES/SPECIFIC EXPERIENCE AND TRAINING

- Master's Degree in Education
- Independent school and administrative experience preferred e Excellent interpersonal, oral and written communication, and presentation skills
- Organization skills, including the ability to manage multiple projects, prioritize, efficiently delegate, pay attention to detail, and complete multiple and complex projects on time and within bud
- Ability to work with others collaboratively and cooperatively
- Proficiency with interactive white boards, Google platform, and Microsoft products
- Good listener and communicator who is intuitive, thoughtful, considerate, compassionate, and who strives to build solid relationships with and between others
- Genuine interest in children, families, and the process of educating young people by cherishing childhood and promoting positive discipline guidance
- A life-long learner driven by curiosity, appropriate risk-taking skills, resilience, and possessing a growth mindset who is able to see and cultivate those characteristics in others



TO APPLY

Please send, as separate PDF documents, resume/CV, letter of intent, list of five references with contact information (references will not be contacted until the candidate is notified), and statement of philosophy of education and leadership to John Faubert, jfaubert@carneysandoe.com, and Sabrina Zurkuhlen, sabrina.zurkuhlen@carneysandoe.com. Please do not contact the school directly



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