



**Trinity Valley School
Upper School Head
Fort Worth, TX
July 2020**

Trinity Valley School is now accepting applications from qualified candidates for the position of Upper School Head. Trinity Valley School, founded in 1959, is a 1,015 student co-educational, college preparatory day school for grades PK-12. The 75-acre campus is located in southwest Fort Worth, Texas, and there are 365 students and 36 faculty members in the Upper School (grades 9-12).



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates
The Search Group
200 High Street, Suite 610, Boston, MA 02110
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Experience/Qualities

- Experience as a school administrator and classroom teacher, preferably in an independent school setting.
- Knowledge of curriculum and curricular issues challenging the 21st century learner.
- The personal skills to work effectively with administrators, students, teachers, parents, and other constituencies.
- Excellent verbal and written communication skills, strong problem and critical thinking skills.
- Visibility within the Trinity Valley School Community, at school events, in hallways, in classrooms, and in the lives of its people.
- The ability to maximize relationships and build consensus amongst teams.
- Master's degree strongly preferred.



Responsibilities

- Reports to the Head of School.
- Personally models the four tenets of the mission of the school, and ensures that the Upper School is mindful of, and living, our mission in practice.
- Is responsible for Upper School teacher recruitment and for recommending to the Head of School candidates for employment, as well as teachers to be released.
- Is responsible for developing and administering an Upper School faculty development and evaluation program.
- Promotes a culture of safety in which students, parents, faculty and staff feel secure and valued.
- Provides oversight for disciplinary matter in the Upper School.
- Leads the selection process for Department Heads, in conjunction with the Head of School.
- Is a regular attendee at Board Meetings.
- Continually reviews the progress of students individually and recommends procedures, courses and schedules appropriate to the progress of the individual.



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- Develops and supervises a program of regular meetings with parents to promote open communication between the parents and faculty. Serves as a point of contact for parents of Upper School students.
- Establishes and supervises the academic standards of the Upper School in consultation with the Head of School.
- Is responsible for curriculum development in the Upper School.
- Along with the Director of Admissions, develops and supervises the admission and readmission standards with assistance from the Lower School Head and Middle School Head.
- Supervises and directs the recording of grades and is the custodian of Upper School permanent records.
- Develops and recommends the annual budget for Upper School and approves the annual budget recommended by the College Counseling Department.
- Is an active and involved member of the Administrative Team.
- Performs any other tasks/assignments assigned by the Head of School.

Trinity Valley offers competitive salaries; fully paid employee health, disability and life insurance; and family dental insurance. The school offers and contributes to TIAA-CREF 403B plan. Faculty and staff enjoy outstanding facilities, supportive colleagues and wonderful students.



Application process: Please send 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, or Sloane Meyer, sloane.meyer@carneysandoe.com. Please do not contact the school directly.



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