



Head of School Search

July 1, 2023

Trinity Episcopal School

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Galveston, Texas 77550
409-765-9391
<https://tesgalv.org/>



**The
Education
Group**

OVERVIEW

Trinity Episcopal School, a coeducational parish day school, seeks a dynamic leader who will embody and promote the School's Mission and Core Values. Trinity is located on beautiful Galveston Island, 50 miles south of Houston, Texas on the Gulf of Mexico. The school serves 267 students in grades PK 2-8 with a staff of 34 dedicated, talented teachers and 10 administrators who educate the mind, body, and spirit of each child. The campus consists of six buildings on two city blocks adjacent to Trinity Church in downtown Galveston, with 30 classrooms, two playgrounds, a lunchroom, a library, an activity center/gym and a practice field. Students are taught in self-contained classrooms in its Beginning School (PK Ages 2-4) and Lower School (K-5), and the Middle School (6-8) is fully departmentalized. The School is a member of NAIS and NAES and is dual-accredited by regional affiliates ISAS and SAES. Trinity students are seen as intellectually curious and morally responsible, and they are well prepared to succeed in high school, college, and beyond.



MISSION

The mission of Trinity Episcopal School is to nurture children in a God-centered environment, filling hearts and minds with a passion for learning, a strong moral foundation, a commitment to social responsibility and respect for all people.





SCHOOL HISTORY

Trinity Episcopal School was founded in 1952 by the Vestry of Trinity Church, and it is the third Trinity School to operate on this site. The first School opened in 1845, with 50 students in attendance. The second Trinity School began operations in the summer of 1873. Little is known about these early schools except that they were the educational option during the early days when there were no public schools in Galveston. The present Trinity opened in September, 1952 with 53 students in kindergarten, first, and second grades.

In succeeding years, grades were added and facilities were provided to house them. Moody Hall was built in 1967 to house the newly added fifth and sixth grades, and in 1981-82, Trinity launched its Middle School, grades seven and eight. In 1982-83, additional facilities, known as Trinity II, were opened across from Moody Hall on Tremont St. and housed the Beginning School. Lower School is located in Moody Hall and in the Cloister Building. In the fall of 1990, Trinity added the Lloyd Annex to serve the early childhood program and Randall Hall, containing classrooms, a science lab, a computer center, a photographic center, and a faculty work area. In 1992, the Trinity III project added four classrooms and a locker room for the Middle School. During the 2000-2001 school year, additional property was purchased, and permission was gained to buy and close the portion of Winnie Street that had divided the Trinity campus. The campus was further expanded in 2014 when a Moody Foundation grant made possible the acquisition of a half-block piece of property on Church St., making possible the addition of a practice field for physical education and athletics. In 2008, Hurricane Ike inflicted significant water damage to the school, but steady progress was made in restoring first floor facilities, with \$1.3 million in repairs being made in 2009. Then, in 2013, with another generous grant from the Moody Foundation, the school dedicated a long-needed gymnasium, the Moody Activity Center.



Episcopal Identity - Spiritual Life

Trinity Episcopal School was established in 1952 as an ecumenical and diverse ministry of human formation for all people. The Trinity school community is populated by a rich variety of families from increasingly diverse religious, cultural, and socio-economic backgrounds. Trinity exists not merely to educate, but to demonstrate and proclaim the unique worth and beauty of all human beings of all faiths and those with no faith tradition at all. Represented in the current student body are more than a dozen different faiths. Students attend Chapel held at the Church every Tuesday and Thursday. Students participate actively in Chapel services, and their age-appropriate roles include readers, torch bearers, choir members, suffragists and crucifer.



EDUCATIONAL PROGRAM



Trinity believes that a foundation for lifelong learning is established at an early age and provides an excellent learning environment for students in PK2 through 8th Grade. Its educational program maximizes opportunities for growth across all grade levels and focuses on each individual child's development, mentally, physically and spiritually. The primary goal is balance, with an emphasis on serving the whole child while offering a demanding curriculum. Throughout the academic program, students are encouraged to take risks in the spirit of learning, believing that there are as many lessons in failure as there are in success.

Beginning School

Beginning School is the first exposure to the classroom for young children. Teachers create environments that nurture the whole child and are based on current research and theory in early childhood development. Each day, students engage in active learning across the disciplines; the arts, literacy, mathematics, social studies, and science. The Beginning School's curriculum is "play-based" along with a daily dose of direct instruction, and age appropriate books and manipulatives are available in each classroom. Children's confidence, creativity, and critical thinking skills are cultivated using a variety of indoor and outdoor activities that support the child's development of social, emotional, physical, cognitive and language skills.

Lower School

Lower School reinforces and expands the groundwork laid in Beginning School. Each child is inspired to achieve his/her highest potential by promoting intellectual, physical and spiritual growth. Students complete a challenging core curriculum while exploring a diversity of enrichment courses: Art, Computer, Music, Spanish, Physical Education, and more. Twice-weekly Chapel Services provide children an opportunity to reflect amid the whirlwind of activity on campus. The Lower School curriculum fosters a love of learning in a safe, secure and appropriately demanding environment where collaborative learning and independent thinking combine to encourage active engagement and problem-solving. Throughout, the focus is developing the whole child – mind, body, spirit.

"Trinity has taken the preparation and ongoing care of our children very seriously and worked hard to ensure that the curriculum continues to meet or exceed our expectations." – Trustee, Parent and Alumnus



EDUCATIONAL PROGRAM

Middle School

Middle school is a time of transition, when the student is progressing from childhood to adolescence with its array of physical, mental, and social changes. Trinity Middle School embraces its vital role in providing students with a full range of experiences needed in order to grow as self-aware, confident learners who are ready for high school. The Middle School program acknowledges students' need for increased independence and balances high expectations within a supportive environment. Middle School lays a strong foundation for students' high school careers, both as learners and as citizens of a broader community. Students in grades 6-8 complete a sequence of rigorous, departmentalized core courses and are encouraged to take part in leadership training through organizations like Student Council, Honor Council, and National Junior Honor Society.



Learning Support

All children learn differently and some students require differentiated educational interventions in order to succeed. Trinity provides individualized support in-classroom for students who demonstrate need based on diagnostic testing and teacher/staff recommendations. The Michelle Funston Learning Lab focuses on the remediation of reading problems in the early grades at Lower School (K-5). Middle School students are expected to manage the curriculum without additional assistance or, if necessary, with the help of an outside tutor arranged privately by the parent for work beyond the regular school day.

Special Areas

Special Areas teachers work with students across multiple grade levels and subject areas. Special area instruction occurs in art, music and musical theater, physical education, Spanish and technology, and private piano and guitar lessons are also offered. Teachers regularly engage in efforts like differentiated instruction, projects, productions, thematic units, field trips and more.



EDUCATIONAL PROGRAM

Athletics

Trinity Middle School students have the opportunity to participate in a variety of competitive team and individual sports. Foundational skills, from game mechanics and rules to sportsmanship, are taught by a staff of experienced coaches in a supportive environment. Sports and extracurricular activities include Co-ed Soccer, Girls Basketball, Softball, Volleyball, Boys Basketball, Student Choir, Yearbook, and Cheerleading.

After-School Activities

Trinity offers several after-school enrichment activities. Classes and workshops are open for registration at the beginning of the fall and spring semesters and vary in length. Most activities meet weekly and range from Homework Club and Clay Cups to movie day and robotics. Homework Lab offers Lower and Middle School students a quiet, focused environment to work on assignments from 3:15-4:15 PM, Monday through Thursday, and is supervised by faculty and staff. Stay and Play offers K-8 students a safe, nurturing environment after school each day from 3:45-4:45; the instructional staff facilitates a range of structured and unstructured activities across campus.



"The most striking thing about Trinity is the caring and nurturing environment it fosters. Lower schoolers look after and help pre-kindergartners, middle schoolers look after and help lower schoolers and the faculty look after and care for them all." - Past Parents



SCHOOL COMMUNITY



Parents

Trinity boasts a small and closely-knit school community. Volunteering is a vital part of school life, and Trinity offers a variety of options for parents to get involved. Parent volunteers help the School execute its planned events, fundraisers and projects throughout the school year. Trinity's Parent-Teacher Organization (PTO) relies heavily on volunteer support from the faculty and parent body. The PTO's primary focus is to assist the School in building community.

Trinity Episcopal Church

Trinity Episcopal School is a parish ministry of Trinity Episcopal Church, founded in 1841. A longstanding, mutually beneficial relationship exists between Church and School that continues under the leadership of its Rector, The Reverend Jimmy Abbott. The Church's ministries range from music and Christian education to missionary work and Episcopal Church Women. There is some overlap between congregants of the Church and School families, and Trinity families are welcome and encouraged to participate in church-sponsored organizations regardless of their religious affiliation. A representative of the Church Vestry has a seat on the Trinity Board of Trustees.



Teaching at Trinity



At Trinity, a student's academic achievement, personal growth, and leadership traits are actively encouraged by a talented, dedicated and demanding faculty. The School's small size makes it possible to attend closely to the needs of each student, and teachers routinely take advantage of opportunities to enhance the learning experience with special projects and by taking students on field trips. Trinity seeks teachers who are knowledgeable, enthusiastic and caring and who possess the highest levels of integrity. They routinely seek professional growth and exhibit a joy of learning in their own lives. While their talents are diverse, they share a common goal, a commitment to the personal and academic growth of each student.

Board of Trustees

An 17-member Board of Trustees governs Trinity Episcopal School. It is responsible for the overall policies and financial standing of the school, and it hires the Head of School. The Head of School is responsible for the day-to-day operations of the School, while the Board focuses on three strategic areas critical to the success of any independent school: selection, evaluation, and support of the Head of School, to whom it delegates authority to manage the school; development of broad institutional policies; and accountability for the school's financial well-being and long-term sustainability.

TRINITY EPISCOPAL SCHOOL FAST FACTS

SCHOOL 	<p>Established: 1952</p> <p>Grades: PK2 - Grade 8</p> <p>Enrollment: 267</p> <p>Beginning School: 54</p> <p>Lower School: 131</p> <p>Middle School: 82</p> <p>Teacher-Student Ratio: 12:1 Beginning School; 9:1 Lower and Middle Schools</p> <p>Students of Color: 26%</p>
TUITION 	<p>Beginning School: \$6,870</p> <p>Lower School: \$10,180</p> <p>Middle School: \$11,400</p> <p>After School: \$1,845-3,888</p> <p>Financial Aid: 13% (not including 50% discount for staff children)</p>

FINANCE 	<p>Operating Budget: \$3.1 million</p> <p>Endowment: \$1.23 million</p> <p>Annual Fund: \$133,566 (2020-21)</p>
FACULTY 	<p>Teaching Staff: 34</p> <p>Administrators: 10</p> <p>Advanced Degrees: 18%</p>

Memberships & Accreditation



"Trinity has provided our children with stability, strong values, and a love for learning." - Past Parents



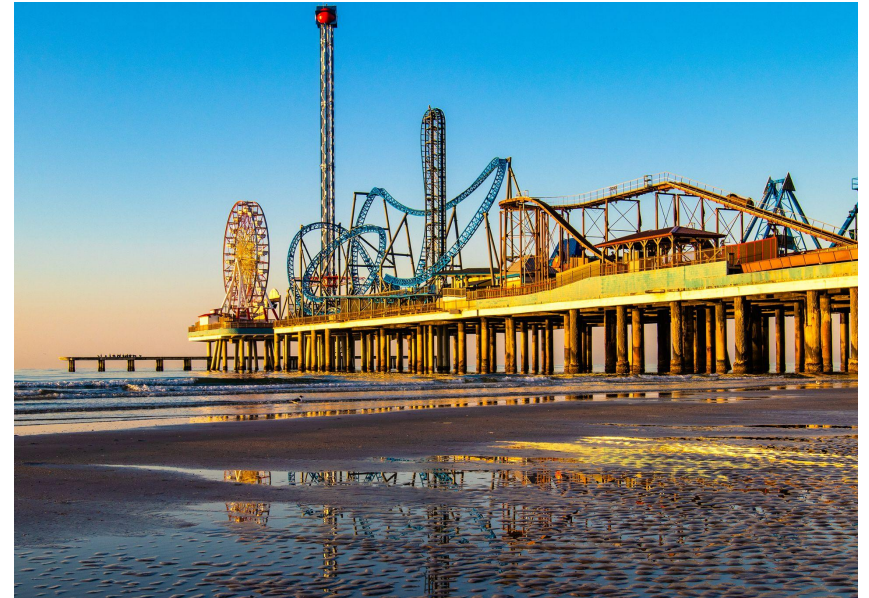
LIVING IN GALVESTON

This unique city is located on the Gulf Coast of Texas on an island that provides its residents with a blend of mellow island life and city living. Home to a growing population of over 50,000 people,

Galveston is a nice place to live that is only 50 miles away from Houston. Known as a beach town that is full of historical architecture, sunny beaches, and highly-rated restaurants, it is no surprise that Galveston is a top choice for people moving to Texas.

Galveston is an affordable place to live, with a cost of living that is 4% lower than the national average. The job market is still experiencing growth with multiple industries driving its economy, including tourism, education, healthcare, maritime, and financial services. The Port of Galveston provides more than 13,000 jobs to the city. Galveston is also the site of the University of Texas Medical Branch, a top-tier medical institution and the oldest medical school in Texas, that is home to world class research scientists and offers undergraduate and graduate programs in the healthcare field.

Considered to have a subtropical climate, Galveston experiences long, hot and humid summers alongside mild winters. Clearly, Galveston is more than just a charming resort town, possessing an historic elegance, modern vitality and identity all its own.



THE POSITION

Trinity Episcopal School is looking for an experienced visionary who embodies and articulates the mission, upholds the Episcopal identity of the School, and fosters the traditions, relationships, and practices at the heart of the school culture. The Head of School should be a person who leads with faith, integrity, and a collaborative spirit. This person will be a skilled communicator and an innovative, strategic thinker. The Head will be the sole employee of the Board of Trustees and will be responsible for the overall management of the School in accordance with the Board policy. Areas of broad responsibility include curriculum and instruction, student life, business affairs, admission, fundraising, and internal and external communication.





PERSONAL AND PROFESSIONAL QUALITIES AND QUALIFICATIONS

Professional Qualifications and Experiences

- Strength in building a high performing professional team by leading, mentoring, holding accountable and supporting faculty and administrative staff
- Management skills, including experience in school finance, facilities and enrollment management, communications and fundraising.
- A curricular leader with strength in curriculum and instruction, teaching experience, and who is well versed in current educational research and pedagogy.
- Proven leader in a PK-8 independent school setting, either as a Head of School or in senior level administration
- Strength and experience in community and relationship building across all constituent groups.
- Experience as a spiritual leader who is able to uphold and promote the Episcopal identity of the school. A communicant of the Episcopal Church is preferred.
- Strength in strategic and long-range planning.
- Proven commitment to one's own professional growth and development.
- An advanced degree in education or a closely-related field is preferred.

Personal Qualities

- A person of integrity with high moral and ethical standards.
- Strong communication and interpersonal skills; accessible and approachable, dynamic, warm and compassionate, and a good listener.
- At ease in making firm and fair decisions.
- A collaborative leader with a growth mindset; innovative, flexible and adaptable, creative and open to new ideas, and can inspire, motivate and unify.
- A passion for education and working with school-age children.
- A person of faith whose own spiritual journey is in keeping with and supports the Episcopal identity of the School.
- Ability to understand and adapt to living and working in the unique “bubble” culture of Galveston Island and to build relationships in the community.



OPPORTUNITIES AND CHALLENGES

- Recruit, retain, motivate, support, hold accountable and provide for the professional growth of a high quality faculty and staff.
- Further strengthen the curriculum, through innovation, attention to standards, alignment and expanding connections between the divisions, with special attention to the Middle School program and culture.
- Maintain a strong sense of community and a commitment to the School's traditions and values.
- Build and sustain a strong relationship with the Board of Trustees and assist in its efforts to enhance its relationship with school constituents.
- Cultivate community philanthropy, sustain growth in the Annual Fund and endowment, and identify and utilize alternate revenue sources.
- Attend to the needs of the physical plant through master planning and the appropriate allocation of resources.
- Exercise appropriate responsibility for managing school health and safety policies, and standards of conduct.



“My children received a robust academic foundation at TES that served them well through high school, college, and on into adulthood, where they remain intellectually curious. My children also demonstrate a strong moral foundation through their behaviors, the opinions they express and the decisions they make - and each of them embraces the importance of being socially responsible and respectful of all people. In short, they are good people and good citizens to a meaningful extent due to their experience at TES.”

- *Current/Past Parent and Trustee*



HOW TO APPLY

The Head of School's service will begin in July 2023.

Interested candidates should provide the following in a single PDF attachment. These materials should be sent to one of the consultants listed by July 15, 2022.

- Letter of interest specifically addressing this position and school
- Resume (education and work experience)
- Statement of educational philosophy
- List of five professional references with contact information
- Letters of reference, if available, but not required

The School does not discriminate on the basis of race, color, religion, national or ethnic origin, gender, sexual orientation, or any other legally protected status in the administration of its educational, admission, financial aid or employment policies, or any other programs administered by the School.



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