

Trinity Episcopal Day School The Woodlands, Texas

School Director Opportunity Statement

The School

Trinity Episcopal Day School, or TEDS, is in its thirteenth year as a ministry of Trinity Episcopal Church. It was founded in September, 2002, when the Young Wisdom Preschool was purchased by the church. TEDS was incorporated in July 2003. As of January 2016, enrollment stood at 55; approximately 10% of enrollment comes from Trinity Church families. The school is licensed by the Texas Department of Family and Protective Services (TDFPS) and has been accredited by the Southwestern Association of Episcopal Schools (SAES) since June 2008.

TEDS offers classes for children ages 18 months through 5 years. Currently,



there is no kindergarten class. Future kindergarten enrollment is a school's goal. The curriculum consists of a focus in all areas of development, including cognitive, spiritual, social, emotional and physical. The preschool day includes circle and small group time, outdoor play, Spanish and music, center activities and Chapel. Classroom teachers are degreed in Early Childhood or a related field and/or have experience with young children in a classroom setting. Each teacher completes a minimum of 24

continuing education hours yearly as required by TDFPS.

The school is overseen by a Board of Directors consisting of twelve members, each serving a 3 year term, plus the Senior and Junior Wardens from Trinity Episcopal Church's vestry. In addition to providing oversight and direction, the Board is responsible for fund-raising activities that enable



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the school to offer scholarships, new classroom equipment, teacher resources and training, and maintaining a reserve fund for unexpected operating expenses. The primary fund raising event is the annual dinner dance/auction, held in the spring. Over the past thirteen years, the Board has provided \$20,000 in scholarships based on need and funded building and playground maintenance as well as improvements costing over \$81,000.

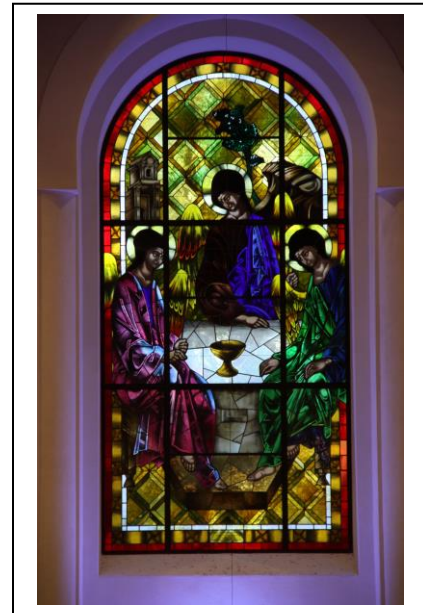
In a recent survey of school parents, faculty and the whole parish community, respondents consistently cited the faculty's personal attention extended to each child in an atmosphere of love, warmth and encouragement. Also, the school's Episcopal/Christian focus on a child's level was mentioned as a positive throughout the survey.

Episcopal Identity

In the school's role as a ministry of Trinity Episcopal Church, the school is committed to the church's core values as stated within its mission statement:

Grounded in Christ's love and surrendered to the Holy Spirit, we provide a safe and positive environment for the spiritual growth of all, to welcome and serve others, to reach out to those in need and to share the Gospel.

The school embraces this commitment to the Episcopal tradition with Trinity Church. On a daily basis, the school provides a safe environment for the intellectual, spiritual, and social growth of its students, recognizing that each student is unique and a child of God. Children are loved, encouraged and directed towards developing to their fullest potential in an atmosphere providing an introduction to and encouraging a relationship with Jesus Christ.



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Parent Involvement with the School

It is the school's goal to encourage all parents and families to be immersed in school activities as together we partner to share in the growth and guidance of the school's children.



Parent involvement includes numerous volunteer opportunities, assisting with organizing special programs, and attending chapel. To assist the school expand its funds for designated school needs, parental assistance with fund raising is essential. Scholastic Book Fair, Poinsettia Sales and a Dinner

Dance and Auction offer annual events dependent upon parent assistance.

The Parents' Association provides fellowship, parent education, and additional opportunities to be involved with the school.

Director of School Position

The School Director is responsible for the yearly and daily operations of the school, which include developing and supervising the curricula, hiring and evaluating staff, creating an appropriate schedule, maintaining all required student records, meeting strategic initiatives outlined by the School Board, oversight of Texas licensing requirements as well as Southwestern Association of Episcopal School accreditation expectations, conduct appropriate admissions and recruitment procedures, work and communicate with the Parent's Association and parental community, and continue to expand the school's technology profile and interaction.



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Trinity Episcopal School's Director is hired by and reports to the School's Board of Directors. Since the Rector of Trinity Episcopal Church is the official Chair of the Board, regular communication between the School Director and the Rector is essential to establishing and maintaining the parochial objectives of the Episcopal Diocese of Texas and Trinity Episcopal Church. The Rector appoints a member of the Board to preside over Board meetings. An excellent working relationship between the person in this position and the School Director provides an important exchange of information between the Director and the Board as well as a source of support for the Director.

A 2015 Long Range plan was completed by the School Board's Long Range Planning committee. Within this document, there is a reference to a 2008 Master Plan stating a desire "to find ways to encourage (student) growth in our current space." This challenge continues to exist. The applicant pool for the school should be large since The Woodlands is a dynamic community experiencing rapid growth and is especially appealing to young families. It shall be a goal of the incoming School Director to grow school enrollment.

Characteristics and Qualifications for the Director

The Search Committee, in conjunction with the School Board, seeks a Director of School with the following qualifications:

Values

- Person of Integrity
- Possesses a core set of beliefs consistent with the Trinity Episcopal Church Identity, school's mission and philosophy based on Episcopal tradition
- Person of faith who loves and understands children
- Conveys an enthusiastic and joyful attitude interacting with students, parents, faculty, staff and School Board



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Leadership

- Holds faculty, staff, students, and families accountable to school policies and procedures, including disciplinary measures
- Experienced at developing budgets and overseeing the financial aspects of a school
- Expertise in building and establishing steady enrollment necessary for the long-term success of the school
- Speaks knowledgeably and in a welcoming manner in public about the church, the school, and the faculty and staff

Role Requirements

- Bachelor's Degree
- School administrative experience, preferably including Early Childhood programs
- 3-5 years teaching experience in Early Childhood and/or Elementary classrooms
- Knowledgeable in child development
- Knowledgeable in curriculum development for school's age range
- Experience with SAES and TDFPS accreditation requirements
- Strong oral and written communication skills
- Familiarity and experience with computer software (such as Microsoft Office or similar software) and website maintenance
- Knowledgeable in the use and application of school-based computer software
- Experience in faculty recruitment and hiring
- Marketing experience via social media and other tools
- Experience with student recruitment and admissions



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Personal and Professional Characteristics

- Comfortable playing a significant role in fund raising
- Enthusiastic, compassionate, and energetic
- Spiritually rich, modeling and mentoring others in spiritual growth
- Organized and able to prioritize
- Recognizes role as steward of facility and maintains professional workspace for students, parents and prospects
- Exemplary work ethic
- Ability to manage and direct multiple issues simultaneously
- Fosters fellowship among Parents' Association and all Trinity Ministries

Preferred but Not Required

- Episcopalian
- Post-Graduate education
- Ability to lead faculty and staff training in the areas of child development and care giving
- Experience in administering foreign language program and launching additional program offerings, i.e. summer camps, before and after school care, etc.



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Application Process

Applicants will be considered upon submission of the following information via email (no later than end-of-day Sunday, March 6, 2016) to the Search Committee Chair, Doyle Tunnell at:

tedssearch@trinitywoodlands.org

- Cover letter expressing interest in the School Director position
- Current resume
- Statement and educational philosophy
- Names, email addresses and phone numbers of three personal and three professional references
- Current teaching and administrative certificates

Position starts July 1, 2016.

Questions may be emailed to Search Committee Chair at address listed above or visit www.tedstw.org to learn more.



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