



TRINITAS Classical School

1934 52nd Street SE • Grand Rapids, MI 49508 • (616) 855-6518
Fax: (616) 855-6962 • info@trinitasclassical.org • www.trinitasclassical.org

Headmaster, Trinitas Classical School

Overview

Trinitas Classical School, in Grand Rapids, MI, is searching for a full-time Head of School to begin in the 2022-2023 school year. Trinitas is a private, independent, classical Christian K-8 school founded in 2006 to partner with Orthodox, Protestant, and Roman Catholic families to guide students toward the wonder, knowledge, and love of God and His world. The Head of School is the sole employee of the Board of Trustees and is tasked with overseeing all operations of the school and ensuring that everything is done well. Salary will be based in part on the level of education and experience. More information about the school may be found at trinitasclassical.org. Interested candidates should send a cover letter and resume as soon as possible to boardchair@trinitasclassical.org.

Qualities and Characteristics

- A person of excellent moral purpose, moral clarity, moral conviction, and integrity.
- Loves learning and demonstrates an ongoing personal and professional pursuit of knowledge.
- Possesses a demonstrable understanding of and affinity for the classical tradition and is a capable champion of the same.
- Understands how to lead a team and is able to work with and communicate effectively to all stakeholders.
- Pleasant, engaging, personable, and empathetic as he or she interacts with parents, community members, teachers, students, and others, aware of his or her impact on others and able to manage relationships with trust, candor, and love.
- Well-organized, responsible, and flexible; carries out his or her duties with professional will for excellence and personal humility.
- A person of faith in God the Father, Son, and Holy Spirit, and a member in good standing in a local Christian congregation.
- Agrees with Trinitas's statement of faith, additional teachings, and standards of conduct. (<https://www.trinitasclassical.org/wp-content/uploads/2022/04/Trinitas-Classical-School-Mission-Faith-Morals.pdf>)
- Possesses appropriate knowledge of subject matter and demonstrates the ability to teach.

Knowledge and Skills

- Bachelor's degree, preferably a Master's degree or higher; preferably some teaching/school administration experience.
- Understanding of the mission of Trinitas and its philosophy, as well as educational practices and philosophies of the K-12 classical education.
- Ability to
 - coach teachers in principles of classical pedagogy
 - lead and encourage students in their academic pursuits
 - encourage parents in their role in educating their children

- communicate effectively in both oral and written forms
- keep calm and remain personable under pressure
- maintain strict confidentiality

Primary Duties and Responsibilities

Oversee, maintain, and develop the following areas of responsibility:

- Funding – Tuition, Annual Fund, Church Support, Finance
- Leadership – Organizational Health, Professional Development, Board Communication and Development, Meetings and In-Services
- Personnel – Hiring, Development, Compensation
- Academics – Aligned Standards, Assessment, Placement, Materials and Equipment, Curriculum Development, Support Services, Calendars and Scheduling
- Marketing – Internal, External, Community Image, Informational events, Interviews and tours
- Corporate – Federal, State, and County Filings, Relationship with Landlord, Asset Protection

Regular Hours

- August 15 – June 15: Monday – Friday, (typically 7:15am-4:00pm) and as business requires, and occasional evenings for school events (e.g., orientation, information night, Fine Arts, graduation).
- June 16 – August 14: Monday – Thursday, (typically 8:00am-3:00pm) and as business requires.
- Over breaks during the school year: As needed to maintain operations and meet deadlines.

Benefits

- Work as part of a highly collaborative team of fellow Catholic, Orthodox, and Protestant Christians committed to classical Christian education.
- Participate in the ministry of bringing up children in the nurture and admonition of the Lord.
- Ten days paid time off during the month of July.
- Group health insurance.
- Section 125 HSA plan.
- Annual uniform stipend.
- Need-based financial aid for children enrolled at Trinitas.
- Salary commensurate with experience.