Trinity School Fellows Program: Job Description

Position Summary

The Trinity School Fellows Program is a one-year, full-time, paid fellowship designed for recent college graduates, aspiring educators, early-career teachers, and others exploring a vocation in Christian education.

The program gives Fellows meaningful experience across the life of a TK–12 independent Christian school while apprenticing with exceptional mentor teachers. Through guided teaching experiences, intentional professional development, and participation in the daily life of the school, Fellows grow in the craft of teaching in community with fellow Christians.

Grounded in Trinity School's mission to educate students "within the framework of Christian faith and conviction—teaching the classical tools of learning; providing a rich yet unhurried education; and communicating truth, goodness, and beauty," the Fellows Program seeks to cultivate future educators who teach with wisdom, humility, excellence, and joy. Whether Fellows ultimately serve at Trinity, another independent school, or another vocation altogether, we hope that they leave the program better equipped to discern God's calling and faithfully serve and lead.

Essential Responsibilities

Working under the supervision of a Mentor Teacher and the Director of the Fellows Program, Fellows will:

Teaching & Learning

- Observe, assist, co-teach, and teach, progressively assuming responsibility for classroom instruction.
- Collaborate with mentor teachers in lesson planning, curriculum development, classroom management, assessment, and instructional reflection.
- Develop an increasing capacity to design engaging lessons and cultivate excellent classroom culture.
- Participate in assessing student work and providing meaningful feedback.
- Welcome regular coaching, observation, and constructive feedback as part of ongoing professional growth.
- Observe experienced teachers across multiple grade levels and disciplines to broaden understanding of excellent teaching.

Professional Formation

- Participate fully in the Fellows' professional development program, including seminars, New Employee Induction, workshops, coaching meetings, and collaborative learning experiences.
- Meet regularly with mentor teachers and the Director of the Fellows Program to establish goals, reflect on progress, and identify areas for continued growth.
- Develop habits of thoughtful reflection, continuous learning, and professional excellence.
- Build a professional portfolio that demonstrates growth in teaching and prepares Fellows for future educational opportunities.

Student Life & School Community

- Build positive, professional relationships with students while contributing to a culture of joy, respect, and care, while maintaining the professional boundaries necessary between faculty members and students.
- Participate in the broader life of Trinity through activities such as advisory, homeroom, field trips, special events, student supervision, and other aspects of school life.
- Contribute to extracurricular programs, athletics, arts, clubs, or other co-curricular activities as assigned.
- Assist in maintaining classrooms, instructional resources, and learning environments that foster excellence.

Mission & Community

- Embrace and actively support the mission, values, and Christian commitments of Trinity School.
- Contribute positively to the life of the faculty through humility, collaboration, initiative, and service.
- Foster community and belonging at Trinity with special attention to efforts around Trinity's efforts on Kingdom Diversity.
- Participate in faculty meetings, orientation, in-service days, and other required school events.
- Assist with events, campus visits, and initiatives that support the growth and future development of the Trinity Fellows Program.
- Perform other duties as assigned.

Qualifications

Successful candidates will demonstrate the following:

Required

- Bachelor's degree from an accredited college or university.
- Demonstrated alignment with and support for Trinity School's Christian mission and clear assent to the school's doctrinal commitments.
- Strong interpersonal, written, and verbal communication skills.
- A collaborative spirit and willingness to learn.
- A desire to grow professionally through coaching and mentorship.

Preferred

- Experience working with children or adolescents in educational, ministry, camp, coaching, or similar settings.
- Interest in exploring a career in teaching or independent school education.
- Intellectual curiosity and a commitment to lifelong learning.
- Initiative, adaptability, and strong organizational skills.

Characteristics of an Outstanding Fellow

Trinity Fellows are learners before they are experts. Their fellowship year emphasizes consistent growth, not mastery. Successful Fellows demonstrate:

- Humility and teachability.
- Intellectual curiosity.
- A love for students.
- Professional responsibility.
- Initiative and resilience.
- Joy in collaboration.
- A desire to pursue truth, goodness, and beauty in their work.

Reporting Relationships

The Trinity Fellow reports directly to the Director of the Trinity Fellows Program and works closely with an assigned Mentor Teacher. Depending upon specific school assignments, Fellows may also receive supervision from division heads, department chairs, coaches, or other school leaders.