



Assistant/Associate Director of College Counseling (DOE)

About Carrollwood Day School:

Carrollwood Day School (<http://www.carrollwooddayschool.org>) is a progressive International Baccalaureate (IB) independent school located in North Tampa, FL. CDS is a PreK-12 school and is 1 of 30 schools in the United States to offer the full IB continuum curriculum from the PYP (Primary Years Program) to the MYP (Middle Years Program) to the IB Diploma Program (IB DP) in grades 11-12.

Additionally, Carrollwood Day School is 1 of only 15 secondary schools in the United States to be both an IB and a Cum Laude Society school.

CDS is currently expanding its physical facility and is adding a 34,000 square foot Innovation Center (09/2021) to address the contemporary needs of STEAM and entrepreneurial students.

CDS values an authentic student constituency, which is multifaceted, prioritizing students who pursue their passions while encouraging their unknown, but developing interests.

CDS has only graduated 11 classes; however, the admissions results have steadily trended upward during that time, including Ivy League, Ivy like, and many of the most competitive colleges in the United States.

The upper school is creative, innovative, collaborative, welcoming, and interested in candidates who share the philosophy of the school; namely, global thinkers who are mission centric, ambitious, and integrity focused.

Tampa Bay:

Tampa, Florida is a coastal community near beaches, entertainment, professional sports, cultural attractions, and the arts. It is a comfortable year round living environment that is entrepreneurial, young, and growth centered. Residentially affordable, with no state taxes, it has a high livability rating. Most communities are in short driving distance from the coastal plain.

Job Responsibilities:

The college counseling office currently has 3 full time college counselors and a college-counseling associate who serve under an 8-12 developmental college-counseling platform. The responsibilities of the new assistant/associate director of college counseling include:

- Managing a counseling cohort of approximately 33 students in each developmental grade level (9-12).
- Teaching a college counseling class second semester junior year and first semester senior year.
- Crafting letters of support for each senior counselee.

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- Assisting in all application procedures and formats (Common Application, international, and non-Common Application formats).
- Collaborating within a team structure to discuss and manage all college counseling/admissions opportunities.
- Support testing, including: AP, ACT, PSAT, and **PreACT** administrations in grades 9-12.
- In collaboration with college counseling staff, assisting in coordinating the following programs: admissions case studies night, college fair coordination, athletic panel discussion, director of admission panel, grade level presentations, college counseling coffee presentations, Bright Futures application process, admissions open house, financial aid night, and other duties assigned by the director of college counseling.
- Maintaining up to date information and content regarding college admissibility, scholarships, identification of appropriate college choices, and sensitivity to the socio-economic needs of our student/family constituency.
- Visiting 15-25 colleges per year to obtain concrete information to benefit the CDS student/family constituency, ensuring relationships with college admissions staff, and professional development are expectations.
- Maintaining membership in NACAC, SACAC, FCIS, and NAIS and attending appropriate professional development conferences per the advisement of the director of college counseling.
- Participating in the life and community of the upper school, including ancillary involvement (athletics, advising, committee assignments, and faculty support).

Requirements for Application:

- Master's degree
- 4-8 years experience in college admissions, college counseling, or higher education (applicable to student services).
- Knowledge of the IB curriculum is beneficial
- Temperance, patience, and an innate desire to invest in the success of students.
- Respect and observance of confidentiality while engaging students of diverse backgrounds, faiths, and cultural norms.
- Outstanding communication skills – verbal and written
- A high degree of comfort with direct and consistent communication involving students and parents.
- Individuals with a sense of humor are highly valued!

Benefits:

- Highly competitive salary commensurate and congruent with experience, education, and job description
- Comprehensive benefits package including health and welfare benefits, 5% 401K match and tuition remission

***Please send resume and statement of interest to: jrunge@carrollwooddayschool.org by March 5, 2021.