



## Upper School Counselor Position Profile

**Our Mission:** The mission of Carrollwood Day School is to create entrepreneurial thinkers for a global society. We provide strong character-based education emphasizing problem-solving skills and philanthropic understanding.

**International Baccalaureate Mission:** The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. The IB program encourages students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

### **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.

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.

### **Job Responsibilities:**

- Actively support and embrace the mission of the school.
- Proactively address the social-emotional needs of Upper School students.
- Understand and be guided by the [ASCA Ethical Standards for School Counselors](#)
- Provide immediate and short term counseling to students to address academic and social emotional needs.
- Provide crisis intervention and counseling.
- Provide referrals and support in the referral process to community resources for long-term or critical needs.
- Communicate regularly with outside agencies working with CDS students and families; acts as liaison between service providers and faculty.



- Provide conflict mediation between students, faculty and parents for specific issues, as appropriate.
- Collaborate with the Assistant Head of Upper School and Director of Wellness to host restorative justice circles.
- Facilitate group counseling sessions on pertinent issues.
- Provide faculty consultation, student observations, and recommend interventions.
- Collaborate with other division counselors to provide transitional services.
- Meet individually and in small groups to support transfer and new students.
- Collaborate with other division counselors and Director of Wellness to support student initiatives, parent education, school wide character education initiatives, and other programs in support of the CDS mission and student well being.
- Collaborates with Team Leads and DEI Liaisons to offer relevant student programming.
- Actively engage in and lead meaningful Advisory activities aimed at increasing connectedness and the mission of IB.
- Apply innovative techniques to engage with students and parents.
- Be a role model of integrity and professionalism.
- Meet regular attendance requirements, including attending division and other school meetings, professional days, graduation, and other required events.
- Adhere to school policies as described in the Employee Handbook and other materials.

**Essential Qualifications:**

- Master's Degree in School Counseling or closely related field
- Minimum three years of experience in School Counseling
- Certification as School Counselor, preferred
- Must possess strong knowledge of student mental health issues and adolescent development
- Must possess excellent judgment with the ability to approach topical issues with a keen understanding of the varied interests of all stakeholders within an independent school community
- Strong organizational skills
- Proficient in innovative use of technology
- Believe in a restorative approach and the mission of IB to embrace differing perspectives; willing to lean in to difficult conversations, gracefully embracing conflict and modeling resiliency
- A demonstrated history of of commitment to professional development and lifelong learning
- Open minded, empathic, innovative, dedicated

**Benefits:**

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

\*\*\*Please send resume and statement of interest to:

- [kdiamond@carrollwooddayschool.org](mailto:kdiamond@carrollwooddayschool.org)