



Head of Upper School

Carrollwood Day School
Tampa, Florida
July 2023 • cdspatriots.org



The Opportunity

Southern Teachers is assisting Carrollwood Day School (CDS) in its search for an individual who is a dynamic and energetic educator, a proven administrator, and an innovative leader to promote the Upper School's continued growth. This person must possess the skills to interact effectively with students, teachers, staff members, and parents in a diverse and fast-paced environment. With the promotion of the current Head of Upper School into a position of whole school leadership as the Assistant Head for Academics, the Upper School's next leader will need to be a collaborative team builder with an educational philosophy consistent with the mission of CDS and a passion for supporting vibrant, character-driven school cultures.

CDS Vision: Build a community prepared and inspired to better the world

The Head of Upper School reports directly to the Head of School and serves as a key member of the senior administrative team, which includes the Assistant Head of School, Lower School and Middle School Directors as well as Communications, Human Resources, Finance, Admissions, and Advancement.

In May 2009, the school graduated its first senior class. CDS is recognized nationally for its academic excellence and its innovative school-wide emphasis on character development.

The curriculum for Carrollwood Day School follows the founding guidelines established by the International Baccalaureate Organization in Geneva, Switzerland. CDS is one of the 36 schools in the United States authorized to offer the full early childhood through college preparatory curriculum/continuum of IB programmes.

In 2020, CDS was inducted into the Cum Laude Society, the highest and most prestigious academic honor society a secondary school can earn in the U.S. In 2021, construction was completed on the new Center for Innovation, bringing an additional 40,600 square feet to accommodate a new student union, entrepreneurial center, new science wing, and design technology and visual arts classrooms. The school emphasizes performance, collaboration, and moral character, believing in the importance of building an ethical learning community to define its students as future leaders of a global society.

An IB World School, Carrollwood Day School was founded in 1982 and currently serves 1,162 students from age two through grade 12.

To Apply

Please complete the online [Application](#) to become a **Southern Teachers Candidate** and submit a cover letter explaining your interest in and qualifications for this position.



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Performance Objectives

The successful Head of Upper School will focus on the following priorities over the first three- to five-year period:

Manage Growth

The Upper School has grown dramatically in the areas of enrollment, faculty, programs, athletics, and co-curricular opportunities. The next Head of Upper School will lead the ongoing transition of culture, practices, expectations, accountability, and communication to ensure CDS continues to thrive as a diverse, mission-aligned, relation-based learning community. While balancing growth, the next Head of Upper School will maintain the feel of a small-school and lead the Upper School community with wisdom. The new Head of Upper School will work to strengthen instructional practices and restorative justice discipline practices, which will support faculty in meeting the needs of a broader range of students.

Lead a Strong Upper School Community

Trust is high among the Upper School's faculty, staff, administration, students, and parents. The next Head of Upper School will safeguard this by being an accessible, relational, and engaged presence in the halls, classrooms, and events; communicating well regarding clear expectations for all; engaging in hard conversations when needed; and following through as appropriate. He or she will invest in knowing the exceptional Upper School faculty and their rich IB teaching practices; support and champion excellence and ongoing professional development; guide and grant autonomy and ensure accountability as appropriate; and help lead the transition to a new Portrait of a CDS Teacher and four-tier model for teaching mastery.

Engage Fully with the Administrative Leadership Team

CDS' leadership team is healthy and thriving, with a high degree of confidence, vulnerability, and respect for one another, and they value the cohesive mission of the preschool through grade twelve community. The next Head of Upper School will engage authentically with administrative colleagues and fully embrace the importance of a focus that is at once whole-school and division-specific.

Partner in Student Recruitment, Retention, and School Pride

Interest in and retention of students at CDS is strong. The next Head of Upper School will continue the effective partnership with admissions to attract and retain a diverse community of learners who can succeed at and contribute to a flourishing community and will ensure appropriate supports for those entering the CDS community for the first time. The next Head of Upper School will model Patriot Pride by attending events, celebrating student successes, and helping to generate new ideas that will broaden and deepen students' pride in their school.





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The Position

The Head of Upper School reports directly to the Head of School and serves as a key member of the senior administrative team, which includes the other two division directors as well as the Chief Financial Officer, Directors of Admissions, Advancement, Athletics, Communications, Facilities, Human Resources, IT, Marketing, and Security and Assistant Head for Academics.

The Upper School Head directly oversees a total of 50 employees, including 38 full- and part-time faculty. The administrative team supporting the Head of Upper School includes an Assistant Head, Coordinators of the MYP and DP programmes, the Registrar, the Director of College Guidance, the Upper School Learning Specialist, the Upper School Counselor, and Department Chairs.

The next Head of Upper School will inherit a division well positioned for the next phase in its evolution. Since 2017, the Upper School at CDS has seen a 20 percent growth in enrollment as well as an expansion of the curriculum. The next Head of Upper School will have the opportunity to guide this division to a new level of excellence while forging a strong sense of community.

Skills and Qualifications

- Solid academic credentials, including an advanced degree in education.
- An educational philosophy consistent with the mission of CDS and the aims of the IB Programme. IB experience is highly preferred. However, if the candidate does not have IB experience, he or she must be supportive of the IB Programme and willing to develop expertise in its administration.
- Knowledge of developmental practices for the Upper School level and the ability to relate well to all facets of the school community.
- Substantial experience in teaching and administration at the upper school level, ideally including a record of successful leadership in a well-established and well-regarded independent school.
- Exceptional communication skills.
- Demonstrated ability to effectively recruit, retain, inspire, develop, and evaluate faculty and staff.
- Excellent organizational and management skills with the ability to see a project through completion.





The Position *(continued)*

Leadership Style & Personal Qualities

- A charismatic, engaging, and student-centered leader who will be a visible presence in the life of the division.
- A community builder who will value and actively support all aspects of the CDS experience, including academics, athletics, and the arts.
- A person of integrity and strong character; a role model for students and adults.
- A collaborative leader who will work effectively with the Head of School and other administrators school-wide and across divisions.
- A welcoming leader who will support the active engagement of parents while enforcing appropriate boundaries.
- A supportive and inspiring leader of faculty who will set high standards and establish clear expectations inside the classroom and as an active participant within the school community.
- A great communicator who will be a persuasive advocate for the division within and outside the CDS community.
- A personable, flexible, and open-minded leader with a good sense of humor.

The School

As the only International Baccalaureate World School in the area to offer the Primary Years Programme (age 3–grade 5), Middle Years Programme (grades 6–10), and Diploma Programme (grades 11–12), all CDS students benefit from a rich continuum of inquiry-based, learner-centered education that begins in preschool, continues through graduation, and is designed to last a lifetime. Students are prepared to be functionally multilingual and informed with a world perspective in history, literature, geography, mathematics, and the sciences. The program culminates with the IB Diploma, recognized by colleges and universities around the world, often with advanced standing.

Carrollwood Day School has chosen to fuse the philosophy and goals of the IB Programme with its school-wide focus on character education, uniting the entire school family in its mission to develop students who are balanced, ethical, high-achieving, globally conscious citizens.

The success of the CDS program relies in great measure on the skill and dedication of its talented faculty, who are wholeheartedly invested in each student’s experience. CDS faculty, administration, and staff enjoy multiple opportunities to benefit from school-funded professional development. CDS also gives partial support for continuing education if the degree is within their field or otherwise benefits the school. All faculty receive official IB training, and many are active participants in the IB Educator Network.

Portrait of a Patriot Teacher

Culture

- Highly committed to the wellbeing of students.
- Creates classroom environments where students feel secure and are encouraged to participate and take risks as they learn.
- Embraces opportunities to collaborate and enhance cohesion among colleagues and students.
- Challenges students to perform their best.

Skills

- Knows students’ profiles and their unique attributes. Makes common sense decisions to engage, differentiate and support the growth of each student.
- Knowledgeable of research-based best practices. Facilitates inquiry-based learning.
- Experts in their content area allowing for creative approaches to teaching, learning and assessment.

Mindset

- Innovative; embraces experimentation and failure as opportunities for growth.
- Inspirational, passionate, and enthusiastic. Loves to work at CDS.
- Has a global and community orientation.
- Values diverse perspectives, and promotes healthy discourse.
- Celebrates and is mindful of diversity within the CDS family.

Professionalism

- Supportive of the school community, its mission and values.
- Principled, ethical and conscientious in all actions.
- Committed to continual development as an IB educator and takes advantage of opportunities to grow. Seeks to continually enhance their understanding of how children learn.





The School *(continued)*

Bearss Avenue Campus

Surrounded by a private lake, a retreat center, and protected wetlands, the serene Bearss Avenue campus provides an ideal learning environment for CDS students in grades 1-12. The pastoral setting and sunny climate enable students to eat lunch outdoors year-round. CDS moved to this campus in 2006 and, over the past 15 years, the school has made many substantial improvements to the facilities. First housed in a modular facility when it opened in 2006, the Upper School moved into state-of-the-art classrooms in the beautifully renovated main building in 2012. That same year, a new elementary campus was constructed.

In addition to housing Middle and Upper School classrooms, the main building includes a Center for Innovation, science labs, computer labs, visual arts, performing arts and music studios, and a performing arts theatre that seats 800. Innovation specialists work directly with teachers to provide input, training and co-teaching to incorporate the cutting-edge use of media, technology, and a wealth of resources into their daily teaching.

In 2016, CDS added the 11,000- square-foot Hayes Family Gymnasium and the Wagner Athletic Complex that includes three turf fields for the football, soccer, and baseball programs. The Hayes Family Gymnasium is a flexible facility with a motorized roll-up divider curtain that provides for two regulation basketball courts or three full-size volleyball courts, as well as seating for nearly 500 spectators. The facility also includes a spacious fitness center.

The Upper School Program

At CDS, Upper School students are offered a rigorous, world-class education in an environment where they are known and well-supported by their teachers. The average student-teacher ratio of 9:1 ensures close attention to the development of each student, and the small size of the division ensures that every student can participate meaningfully in both academic and extracurricular pursuits.

For a small division, CDS offers a remarkably broad academic program that includes both standard and honors-level courses in all major subject areas. Graduation requirements include 4 credits in English and Math; 3 credits in Humanities, Science, and Foreign Language (Spanish or French); 1 credit

At a Glance

- Founded: **1982**
- Grades: **preschool-12**
- Total Enrollment: **1,167**
- US Enrollment: **374**
- Student Diversity: **43%**
- Total Faculty: **116**
- US Faculty: **38**
- Average SAT/ACT: **1284/27**
- US Student/Faculty Ratio: **9:1**
- Average Faculty Tenure: **6.7 years**
- Faculty with Postgrad Degrees: **52%**
- Highest Tuition: **\$25,500**
- Annual Budget: **\$25,146,102**
- Total Debt: **\$15,321,162**
- Annual Fund Goal: **\$475,000**
- Board of Trustees: **20**
- Accreditations: **FCIS, SACS**

in Physical Education/Health and Fine Arts; and 100 hours of community service.

Upper School students enjoy the unique opportunity to be actively involved in the creation and expansion of activities and traditions. Students help plan special activities for the annual orientation program. Homecoming traditionally includes an all-school pep rally, girls' powder puff football and guys' volleyball games, and a homecoming dance. Each year, students initiate and gain support for meaningful community service events and are involved in forming and organizing new clubs. There are many opportunities for students to shine as leaders in the Upper School including Student Council, Student Advisory Board, US Ambassadors, and Student Leader Action Planning Team SLAP(T), a student run leadership group that aims to bring the community together through specific actions designed to build empathy and deepen trust and understanding of each other. Ten honor societies are also active on campus.





The School *(continued)*

All students participate in the IB Middle Years Programme through 10th grade. The grade 9–10 curriculum emphasizes analytical and critical thinking, as well as speaking and writing. In grade 10, students choose a subject that interests them and create a personal project that connects academic subjects and areas of interaction.

Towards the end of 10th grade, students elect to follow one of three graduation pathways tailored to fit their personal interests, academic aptitude, and college ambitions. All graduates will receive a CDS diploma; in addition, students can choose to be an IB Course candidate and receive IB certificates for each successfully completed course, and qualified students can follow the most rigorous pathway to pursue the full IB Diploma.

The STEEM program at CDS blends an emphasis on science, technology, engineering, and mathematics education with the additional discipline of entrepreneurship in an effort to enable students to leverage the value of STEM skills as future leaders in innovation.

The division follows a two-day rotating block schedule, with all core classes meeting for 80 minutes to allow for substantive activities and discussions. Once a week, the whole division comes together for announcements, and special programs. At the end of each day, a flex period allows time for clubs, study hall, and individual help.

The CDS counseling department supports the school's strong focus on character development through individual consultations as well as a variety of programs for students and parents. The school counselor, US Learning Specialist, DP Coordinator, and college counselors provide substantial support to students as they navigate the IB requirements and the college search process.

CDS Patriots also compete and regularly earn notable recognitions in Robotics, Florida Thespian competitions, local and national Speech and Debate meets, Florida Council of Economic Education's Spring Stock Market Challenge, Future Business Leaders of America competitions, HOSA, National Beta Club, and the Florida State STEM Fair and History Day Fair.

As a Round Square school, CDS is connected to a global network of like-minded schools and students. With a robust





The School *(continued)*

IB continuum and grounded in character development, Carrollwood Day School strives to authentically offer students the opportunity to become true global citizens. Round Square provides the structure to help them fully live their mission in its entirety, teaching intercultural understanding and respect to generations of students who will go on to better the world and themselves.

Arts and Athletics

CDS fields 23 interscholastic Upper School teams in sports including cross country, football, flag football, volleyball, beach volleyball, swimming, golf, cheerleading, basketball, soccer, track and field, wrestling, baseball, softball, and tennis. Eighty percent of Middle and Upper School students play at least 1 sport for CDS.

The 2021-2022 school year was yet another tremendous campaign for Carrollwood Day School athletic programs. Patriot student-athletes participated on 20 varsity teams. CDS teams captured district championships in boys swimming (state finalist), boys track and field (state finalist) and girls track and field (state finalist). In addition, Patriot teams finished as district runner-up in the following sports: girls golf (state finalist), girls basketball (region finalist) and boys soccer (region semifinalist). CDS's competitive cheerleading team also qualified for the state championship for the fourth consecutive year. Nine Carrollwood Day senior student-athletes signed letters of intent to play collegiately.

At Carrollwood Day School, the arts are alive and growing. Every student is given the chance to shine in his or her own spotlight through visual arts, music, and theater programs. Students are encouraged to experiment in their work and to develop creativity. The CDS curriculum focuses on developing strong foundation skills in music, theater, and the visual arts. Performing and studio arts programs help students learn tangible skills to help them achieve a higher level of personal expression.

A foundation in the arts is a gift that creates a taste for culture — a defining trait of any well-rounded life. In activities such as the Early Childhood Art Show, Elementary morning openings, Fall Festival and Spring Fling, performing arts productions, and the Middle School/Upper School Symphony of the Arts, students have many



opportunities to perform and exhibit their artistic talents. CDS's upper school artists also have been selected to exhibit their work in a county-wide juried art show. Through the arts, CDS students gain a sense of confidence and self-awareness that allows them to succeed on life's many stages.

Opportunities to explore the arts and improve skills extend beyond the school day. Based on student interest, CDS also offers:

- Thespian troupes for both middle school and upper school students
- Themed summer programs for early childhood students
- After-school visual arts and music lessons
- Art camps
- Summer theatre camp





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The Community

Situated along Florida's Gulf Coast, Tampa Bay offers an exceptional quality of life that has earned the region numerous accolades from business and travel publications. A relatively low cost of living and an excellent stock of affordable housing make the area a popular relocation destination. Tampa International Airport has been consistently ranked as one of the best airports in the country. Tampa Bay is home to University of South Florida, the 15th largest university in the nation, a respected medical school, a top-ranked law school, and a private national liberal arts college.

With 246 sunny days each year and an average temperature of 73 degrees year-round, Tampa Bay is the ideal destination for outdoor enthusiasts. Residents take full advantage of the tropical climate to engage in recreational activities including fishing, canoeing, biking, golfing, swimming, and running alongside the Bay.

Tampa is a "family-friendly" community with a vibrant arts community and unique cultural heritage. The Straz Center brings first class entertainment to Tampa. Tampa is home to the Museum of Art, Glazer Children's Museum, Museum of Science and Industry as well as Busch Gardens, Lowry Park Zoo and the Florida Aquarium. In addition to three professional sports teams in the area—the Tampa Bay Buccaneers football team (2002 Super Bowl Champions), the Tampa Bay Lightning hockey team (2020 and 2004 Stanley Cup), and the Tampa Bay Rays (2008 American League pennant)—there are a multitude of youth sports leagues that take advantage of Tampa's year-round tropical climate.



Application Process & Timeline

For consideration, candidates should submit applications to Southern Teachers at SouthernTeachers.com, along with a current resume and a cover letter explaining their interest in and qualifications for this leadership position.

Questions may be directed to Dr. Cyndy Weldon-Lassiter at CWL@SouthernTeachers.com or 434-295-9122.

Please do not contact the school.

Initial interviews with the consultant at Southern Teachers will be ongoing.

The new Head of Upper School will begin work July 2023.

