



## Upper School Counselor - Full Time

**Department:** Upper School  
**Supervisor:** Upper School Head

**Job Type:** Full-Time, 10 months+  
**FLSA Classification:** Exempt

**Position Purpose:** Support the social emotional needs and development of students in the Upper School.

### Job Responsibilities:

- Actively support and embrace the vision and mission of Carrollwood Day 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 US Dean of Students, the US Counselor, and others 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 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 team player; cheerfully participate in and/or assist with pick-up and drop-off, car line, lunch duty, assemblies, field trips, and other duties and routines regularly part of a school environment
- Maintain professional competence by attending staff development programs, curriculum development meetings, and other professional trainings and activities
- Model and foster professional standards of communication, personal presentation, punctuality, professional courtesy, collegiality, respect, and discretion
- 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
- Experience in School Counseling, preferably working with high school aged children

- Certification as School Counselor, preferred
- Must possess a keen understanding of student mental health issues and the physical, social, and emotional development of adolescent children
- Must possess excellent judgment with the ability to approach topical issues with an understanding of and attention to the varied interests of all stakeholders within an independent school community
- Strong organizational skills
- Model and foster 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 high degree of professionalism, collegiality, and personal conduct both in and outside of school
- Ability, willingness, and judgment to interact and communicate effectively, respectfully, and confidently with a diverse array of constituents in a school environment
- Disciplined professionalism evident in commitment to ongoing growth and professional development in the field

Compensation includes a comprehensive employee benefits package; CDS offers a competitive salary commensurate with background and experience.

Interested candidates should send a resume and letter of interest to Tim Walsh, Head of Upper School, [twalsh@cdspatriots.org](mailto:twalsh@cdspatriots.org)