



Early Childhood School Counselor

Department: Lower School
Supervisor: Head of Lower School

Job Type: Full-Time, 10 Plus
FLSA Classification: Exempt

Position Purpose: Support the social emotional needs and development of lower elementary aged students, primarily those in Toddler through 2nd grade.

Job Responsibilities:

- Actively support and embrace the mission and vision of Carrollwood Day School
- Proactively address the social-emotional needs of Lower School students, primarily those in Toddler through grade 2
- 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
- Collaborate with Lower School learning specialists on academic issues
- 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 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
- Collaborate 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 Lower 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
- Participate in the life and community of the school through various student and parent activities, including PTO, student clubs and after-school activities

- Meet regular and timely attendance requirements, including occasional evening and other required events
- Adhere to School policies as described in the Employee Handbook and other materials

Qualifications, Skills, and Attributes:

- Master's Degree in School Counseling or closely related field
- Experience in School Counseling, preferably working with elementary 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 young 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
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Physical Requirements and Work Environment:

- Work primarily in a traditional climate controlled classroom environment
- Work intermittently in outside weather conditions, including extreme heat
- Work in a highly involved and busy environment dealing with a wide variety of challenges and a varied and diverse array of contacts
- May work at a desk and computer for extended periods of time
- May sit and stand for extended periods of time
- Exhibit manual dexterity to enter data into a computer
- Spend time sitting on floor or child size furniture; crawl, kneel, stoop, and bend
- Ability to speak in audible tones that others may understand clearly in normal classrooms, outdoors and on the telephone
- Ability to visually and audibly monitor children in classroom, playground, car line, and other school areas
- Ability and willingness to come in contact with children who may be ill/contagious
- Be able to occasionally lift, push or pull up to 30 lbs
- Occasionally turn, bend, reach, stoop, and squat
- Ability to actively circulate throughout the diverse campus environment

This is a full-time position beginning with the 2024-2025 school year. Compensation includes competitive salary, comprehensive insurance benefits, 401K with immediate employer match, generous paid time off,

Interested candidates should send a resume and letter of interest to Dawn Wilson, Head of Lower School, dwilson@cdspatriots.org