Primary School Counselor  
*Position starts 2024-2025 School Year*

Carrollwood Day School is seeking a passionate and empathetic School Counselor to join our Lower School team. The ideal candidate will demonstrate strong communication and collaborative skills, exceptional judgment, and will easily form meaningful connections with our youngest learners.

Carrollwood Day School (http://www.carrollwooddayschool.org) is an innovative International Baccalaureate (IB) independent school located in North Tampa, FL. Since the inception of CDS in 1982, we have prided ourselves on being a community of learners. We have grown from a preschool into a comprehensive program serving more than 1200 students from age two through 12th grade. Carrollwood Day School stands out as a leader in its commitment to educating the whole child and is recognized nationally for its academic excellence and its school-wide emphasis on character development. Outside the classroom, our students are engaged in a multitude of athletics, arts, and extra-curricular programs. In short, we have PATRIOT PRIDE in everything we do at CDS.

The vision of Carrollwood Day School is to build a community prepared and inspired to better the world. As an IB World School, we cultivate principled entrepreneurial thinkers for a global society by enriching the mind, strengthening the character, and inspiring the passions of our community.

Carrollwood Day School embraces and celebrates the rich diversity of our students, employees, and families from all backgrounds. As an International Baccalaureate continuum school, CDS strives to create a supportive and inclusive learning environment where each person is valued. We work to intentionally develop cross-cultural competency and appreciation of differences within all constituents. We value the influence of a wide range of experiences and perspectives in our classrooms, relationships, and interactions as we prepare our students to contribute to a diverse and interconnected world.

Carrollwood Day School is one of only 36 independent schools in the United States to offer the full curriculum/continuum of IB programmes from early childhood through college prep (PYP, MYP, and DP). In 2019, CDS was honored to become one of only 15 U.S. schools to earn membership in the Cum Laude Society and also offer an International Baccalaureate education. In 2022, CDS was welcomed into the prestigious Round Square organization. In 2023, CDS was awarded the Florida and National School of Character Designation for the second time.

Understanding that a team of talented, supported, and growth-minded teachers is what leads to student success, the first pillar of our strategic plan is to become the destination school for exceptional educators in the Tampa Bay region. Want to join our team and better the world?

**The Position of Primary School Counselor:**  
As a cooperative member of the Lower School team, support the social emotional needs and development of lower elementary aged students, primarily those in Toddler through 2nd grade. Provide an educational atmosphere where students are inspired to fulfill their potential for intellectual and character growth.

**Essential 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 Needed for Success:**
- 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
- Demonstrate a natural affinity and passion for working with young children
- Strong collaborative skills and eagerness to work with colleagues
- Strong proficiency in the Google suite of products (docs, sheets, drive, etc.)
- Excellent verbal, written, and presentation communication skills
- Have an interest in engaging with the greater CDS community beyond the traditional school day
- Comfortable with ambiguity and change inherent in a school environment; willingness to adapt and pivot as needed
- Disciplined professionalism evident in commitment to ongoing growth and professional development in the field
- Enthusiasm and commitment to the vision and mission of the School

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

Qualified candidates should send a resume/CV, a statement of interest, and salary expectations to Dawn Wilson, Head of Lower School: dwilson@cdspatriots.org