



Associate Director of College Counseling: Carrollwood Day School Position begins July 7, 2025

As Carrollwood Day School continues to grow, we are adding a new position in our College Counseling Department. This is a 12-month, full-time, salaried position. Qualified candidates will be enthusiastic, collaborative, mission-driven, and self-motivated with 3+ years' experience in selective college admission and/or independent school college counseling. The ideal candidate will effectively support and guide our upper school students through the college admission process as well as develop partnerships with colleagues in higher education.

Carrollwood Day School (www.CDSPatriots.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 1,200 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 extracurricular 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 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 faculty and staff is what leads to student success, the first pillar of our strategic plan is to become a destination school for exceptional educators in the Tampa Bay region.

The Associate Director of College Counseling Position

Carrollwood Day School is seeking an **Associate Director of College Counseling** for an anticipated start date of July 7, 2025.

The college counseling office currently has a director of college counseling, two associate directors of college counseling, and a college counseling associate. This position is an expansion of our current team to align with our approach to counseling and to support our student body. The department emphasizes relationship-building; counselors meet with students and their families as early as eighth grade, and are given a college counseling assignment beginning in ninth grade.

Essential Job Responsibilities:

- Manage a counseling cohort of approximately 30-35 students in each grade level between nine through twelve, to provide advice, support, and guidance to those students and their families throughout the application process to make the best individualized choice for college.
- Teach and craft the curriculum for a college counseling class to juniors in the second semester and seniors in the first semester including to provide feedback and assistance in the development of college essays.
- Develop letters of recommendation for each senior counselee with thorough evaluation and advisement for all aspects of the college application process.
- Collaborate within a team structure to discuss and manage all college counseling and college admission opportunities.
- Learn the intricacies of the International Baccalaureate (IB) curriculum to ensure superior advice is given to navigate course selection for upper school students while college aspirations are considered.
- Support upper school standardized testing, including: AP, ACT, IB, SAT, PSAT, and Pre-ACT administrations in grades 9-12, as well as wide-scale standardized test preparation programs for upper school students.
- Assist in the development of the school profile, college counseling website, and informational materials in both print and electronic forms to provide insight into the college admission process.
- Serve as a liaison with our Director of Entrepreneurship to facilitate experiential learning opportunities with students in the upper school to enhance their college applications.
- Have a working knowledge and understanding of the fine arts application process including portfolio creation and audition preparation, as well as the student-athlete recruitment process.
- In collaboration with college counseling staff, assist in the coordination of the following programs: admission case studies program, individual grade level presentations, college counseling coffee presentations, the Florida Bright Futures application process, financial aid night, and other duties assigned by the director of college counseling.

- Maintain up to date information and content regarding college admissibility, scholarships, identification of appropriate college choices, and sensitivity to the socio-economic needs of our student/family constituency.
- Immerse in professional development opportunities, including membership in NACAC, SACAC, and ACCIS, and attend appropriate professional development conferences to maintain subject matter expertise.
- Visit colleges and universities to remain well-versed on institutional options for our families, while fostering strong relationships with college admission professionals.
- Participate in the life and community of the upper school, including involvement in areas such as athletics, clubs/organizations, committees, etc. Evening event attendance is also expected throughout the course of the school year both as a representative of college counseling as well as the upper school.

Qualifications and Attributes Needed for Success:

- A M.Ed., Master's in Counseling, or a Master's in Higher Education (Administration) or similar appropriate field of study is required.
- 3+ years experience in college admission and/or independent school college counseling. Strong preference will be given to those with selective admission experience from a college admission background.
- Respect and observance of confidentiality of student records and information.
- Exceptional interpersonal and communication skills while maintaining a high level of comfort with direct and consistent communication involving a culturally diverse array of students and families.
- Display a willingness, and have the ability to travel at various times throughout the year.

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

Interested candidates should send a resume and statement of interest to Drew Guarino, Director of College Counseling at dguarino@cdspatriots.org and Stephen Higgins, Head of Upper School at shiggins@cdspatriots.org.