



**CARROLLWOOD  
DAY SCHOOL**  
*Education with Character*

## **Director of Entrepreneurship**

**Division/Department:** Whole school  
**Supervisor:** Assistant Head of School- Academics

**Job Type:** Full-Time, 12 month  
**FLSA Classification:** Exempt

**Position Overview:** The Director of Entrepreneurship plays a lead role in managing the Institute for Entrepreneurship at Carrollwood Day School and is responsible for the strategic development, implementation, and facilitation of innovative, student-centered initiatives that foster entrepreneurial thinking, creativity, and real-world problem-solving skills at Carrollwood Day School. This position will focus on providing students in grades K-12 with authentic hands-on experiences, mentorship, internships, and innovative learning opportunities, empowering them to become forward-thinking leaders who are prepared to thrive in a dynamic, interconnected global society. This role is essential in advancing the school's mission to cultivate entrepreneurial thinkers for a global society, aligning with the values of the International Baccalaureate (IB) program.

### **Key Responsibilities:**

- **Program Development & Curriculum Integration:**
  - Design, implement, and continuously enhance entrepreneurial and experiential programs across all grade levels that integrate with existing curriculum and promote project-based learning.
  - Collaborate with teachers to integrate entrepreneurial skills such as critical thinking, financial literacy, innovation, leadership, and collaboration into their classroom instruction. Participate in departmental curriculum review.
  - Collaborate with academic and auxiliary leadership to create and align complementary curricula and programs in entrepreneurship financial literacy, social entrepreneurship, and more.
  - Ensure that the program aligns with the school's mission, vision, and values, fostering a culture of innovation, sustainability, and creativity.
  
- **Student Engagement & Support:**
  - Develop and manage co-curricular opportunities such as clubs, pitch competitions, mini-mester classes, micro-credentials, business plan development

workshops, startup incubators, sustainability-focused projects, and mentorship programs.

- Build and manage “hands-on authentic” opportunities for students in the areas of business development, medicine, sustainability, public policy, and international education.
  - Provide one-on-one and group support for students engaged in entrepreneurial or experiential projects, helping them navigate challenges and achieve their goals.
  - Develop and foster sustainable partnerships with local businesses, universities, non-profits, and entrepreneurs to provide students with mentorship and real-world learning experiences through job shadowing and internships.
- **Professional Development & Faculty Collaboration:**
    - Offer professional development workshops and resources to faculty to support entrepreneurial and experiential learning in their classrooms.
    - Collaborate with faculty across disciplines to create interdisciplinary projects that incorporate entrepreneurial thinking.
  - **Community & Partnership Building:**
    - Develop relationships with local and global business leaders, innovators, and organizations to provide resources and real-world experiences for students aligned with strategic priorities.
    - Serve as a liaison between the school and external partners to develop internships, mentorship programs, and other experiential learning opportunities.
  - **Event Planning & Program Promotion:**
    - Plan and execute events such as innovation and/or sustainability fairs, entrepreneurial showcases, and guest speaker series which could take place on campus or off-site.
    - Partner with the Marketing and Communications team to promote the entrepreneurial and experiential program through school communications, social media, and community outreach.
  - **Other**
    - Teach up to two class sections, as assigned.
    - Collaborate with the Assistant Head of School- Academics to develop budgets and resources for the Institute for Entrepreneurship.
    - Embrace and support all elements of the CDS Portrait of a Patriot Teacher.
    - Other duties as assigned by the Assistant Head of School or Head of School.

**Qualifications:**

- Bachelor's degree required; Master's degree preferred in Education, Business, Entrepreneurship, or a related field.
- Proven experience in entrepreneurship, innovation, or business development.
- Experience in K-12 education or working with youth is highly desirable.
- Strong leadership, communication, and collaboration skills.
- Passion for fostering an entrepreneurial mindset in young people and preparing them for the challenges of the modern world.

**Preferred Skills & Attributes:**

- Ability to inspire creativity and innovation among students and staff.
- Strong organizational and project management skills.
- Knowledge of emerging trends in education and entrepreneurship.
- Experience in building partnerships with external organizations.