



**CARROLLWOOD
DAY SCHOOL**
Education with Character

Elementary Learning Enrichment and Support Specialist Position Begins 2025-2026 School Year

As Carrollwood Day School continues to grow, we are adding a new position and seeking an engaging and multi-talented Learning Enrichment and Support Specialist to join our Lower School team. Ideal candidates will demonstrate a passion for teaching, a strong desire to teach and inspire lower school students, excellent communication skills, a willingness to work with a team, and a commitment to continual professional development.

[Carrollwood Day School](#) 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 educate 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?

About the Position:

The Elementary Learning Enrichment and Support Specialist is responsible for supporting our students in 1st Grade through 5th Grade and providing academic enrichment opportunities. This position will work closely with classroom teachers and determine developmentally appropriate extension activities for small groups of students in those grade levels.

Essential Job Responsibilities:

- Plan and provide enrichment to students through effective whole group practices and co-teaching extension activities that deepen understanding of grade level content and skills
- Plan and implement professional development for teachers on differentiation to promote an environment of cross-curricular critical thinking
- Collaborate with teachers to develop differentiated learning activities and assessments based on student need, so that all students are engaged and challenged
- Collaborate with the classroom teachers and the PYP Coordinator to provide instruction and support for the PYP Programme of Inquiry, including the transdisciplinary inclusion of the math and language curricula
- Develop, refine, and align curriculum based on CDS's standards, including IB PYP, through work with grade level teams and vertical curricular teams
- Research, create and manage effective instructional resources and high-quality exemplars for teachers
- Integrate appropriate educational technology, including AI, in teaching and learning experiences
- Develop and plan clubs and community enrichment activities in conjunction with school administration
- Create a cohesive schedule for enrichment activities along with administration and teachers
- Establish and maintain standards of student behavior to provide an orderly, productive learning environment
- Evaluate each student's academic growth through data analysis and identify appropriate instructional strategies
- Maintain accurate records and communicate clearly with parents and school faculty/staff on the progress of individual students
- Participate in standardized assessments
- Participate in data chats and provide recommendations about potential next steps to address areas of need
- Collaborate with teachers, parents, and outside service providers as a part of the Student Support Team

Qualifications and Attributes Needed for Success:

- Bachelor's degree in Education; Master's degree preferred
- Proven ability to work with students at all skill levels; 5+ years of teaching experience in a school setting preferred
- An appreciation and demonstrated understanding of providing learning enrichment
- An understanding of independent schools
- Have or complete within one year, the Category One training within the IB; may be required to do training over the summer
- Strong understanding of the academic, social, and emotional development of Elementary School aged children
- Strong collaborative skills and eagerness to work with colleagues
- Proficiency in the Google suite of products (docs, sheets, drive, classroom, etc.)
- Experience with NWEA Measure of Academic Progress (MAP) and Developmental Reading Assessment (DRA3)
- Excellent verbal, written and presentation communication skills
- Have an interest in engaging with the greater CDS community beyond the traditional school day
- A high degree of professionalism, collegiality, and personal conduct both in and outside of school
- Ability, willingness, and judgment to interact and communicate effectively and positively with all constituents in a school environment
- Comfortable with ambiguity and change inherent in a school environment; willingness to adapt and pivot as needed
- 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 and letter of interest to Dawn Wilson, Head of Lower School, at dwilson@cdspatriots.org.