



Carrollwood Day School is seeking an experienced educator to join our team as our **IB PYP Coordinator**. The ideal candidate will be passionate about the IB programmes, will be a motivational collaborator, mentor, and leader.

Carrollwood Day School ([www.CDSPatriots.org](http://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 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 faculty and staff 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 IB PYP Coordinator:** This leadership role supports the development, implementation, and reflection of the PYP framework for students in Toddler through Grade 5. The PYP Coordinator collaborates with faculty, leadership, and families to ensure alignment with IB philosophy and the school's mission, while cultivating a dynamic, student-centered learning environment.

## **Key Responsibilities**

### **IB PYP Programme Leadership**

- Lead weekly planning meetings with grade-level teams to co-construct and reflect on PYP Units of Inquiry
- Ensure vertical and horizontal alignment of the Programme of Inquiry (POI) across all grades
- Maintain and update PYP documentation, including unit planners, timelines, and POI
- Provide professional development and instructional coaching on IB pedagogy and philosophy
- Prepare for IB evaluations and ensure ongoing compliance with IB standards and practices
- Serve as the liaison between Carrollwood Day School and the International Baccalaureate Organization (IBO)

### **Curriculum Oversight & Instructional Support**

- Oversee curriculum design from Toddler through 5th grade to ensure coherence, depth, and inquiry-based learning
- Support teachers in the development and implementation of lesson plans that reflect transdisciplinary learning
- Coordinate and lead professional learning related to curriculum innovation and instructional strategies
- Conduct learning walks, model lessons, and classroom visits to support pedagogical growth
- Participate in grade level meetings and planning opportunities to support the development and implementation of the Programme of Inquiry

### **Faculty Development and Mentorship**

- Coordinate orientation and onboarding for new PYP faculty
- Organize and facilitate ongoing professional development tailored to PYP goals and school initiatives
- Mentor teachers through feedback, collaboration, and reflective dialogue

### **Community Engagement & Communication**

- Foster positive relationships with students, families, and the wider community to promote understanding of the PYP
- Collaborate on signature school events, including Academic Programs and Cultural Celebrations
- Represent CDS in professional networks such as FLIBS and other IB-related conferences

## **School Leadership & Operations**

- Contribute to school-wide initiatives such as student life, scheduling, and academic planning
- Participate in academic and strategic planning committees
- Support the implementation of improvement plans and assessments to monitor student growth
- Support Lower School administration through active participation in pedagogical leadership, including identifying professional growth opportunities for faculty
- Actively develop networks and participate in the wider IB community to increase CDS' stature and support its learning programs

## **Additional Expectations**

- Authentically support and advance the Mission of the School
- Desire to be a life-long learner and stay current with research and developments in IB education and inquiry-based learning
- Uphold Carrollwood Day School's core values and IB Learner Profile attributes
- Lead with a spirit of collaboration, innovation, and ethical global citizenship
- Demonstrate flexibility, initiative, and professionalism in a dynamic school environment
- Be a team player; cheerfully participate in and/or assist with pick-up and drop-off, lunch duty, assemblies, field trips, open house, and other duties and routines regularly part of a K-12 school environment

## **Qualifications, Skills, and Attributes Needed for Success:**

- Bachelor's Degree in Education or related field (Master's Degree preferred)
- Minimum of five (5) years successful teaching experience
- Experience with the IB Primary Years Programme (preferred)
- Demonstrated ability to model best teaching practices and inspire others
- Technologically literate and able to use digital tools for planning and communication
- A motivational communicator, both written and verbal, who is effective in 1-on-1 and group settings, comfortable with public speaking
- Demonstrated ability to prioritize and successfully manage multiple projects and deadlines simultaneously
- Strong collaborative skills and eagerness to partner with colleagues
- A high degree of professionalism, collegiality, and personal conduct both in and outside of school
- Disciplined professionalism evident in commitment to ongoing growth and professional development in the field

## **Application Process**

Interested candidates should submit a resume, cover letter, and references to Tim Walsh, Assistant Head of School for Academics, [twalsh@cdspatriots.org](mailto:twalsh@cdspatriots.org) Priority will be given to candidates with IB experience and demonstrated leadership in PYP settings.