



Middle School Dean of Students

Carrollwood Day School

Tampa, Florida

July 2023 • cdspatriots.org



The Opportunity

Southern Teachers is assisting Carrollwood Day School (CDS) in its search for its next Middle School Dean of Students. Carrollwood Day School stands out as an International Baccalaureate leader committed to educating the whole child and is nationally recognized for academic excellence and its innovative age two through grade twelve character education programs.

CDS Vision: Build a community prepared and inspired to better the world

CDS is recognized nationally for its academic excellence and its innovative school-wide emphasis on character development. The curriculum for Carrollwood Day school follows the founding guidelines established by the International Baccalaureate Organization in Geneva, Switzerland. CDS is one of the 36 schools in the United States authorized to offer the full early childhood through college preparatory curriculum/continuum of IB programmes.

The Carrollwood Day Middle School continues to focus on the whole child, nurturing academic growth and stamina, fostering social-emotional maturity, and maintaining high expectations of character and kindness. Students are encouraged to be appropriate risk-takers and empathic citizens in order to

discover new passions, understand new perspectives, and promote strengths that will lead to community and global impact.

Reporting to the Head of Middle School, the Middle School Dean of Students is responsible for monitoring and enhancing Middle School students' experiences. The Dean will help foster an academically rigorous, engaging, caring atmosphere by providing programs and opportunities for CDS students to thrive.

Tampa is part of the Tampa-St. Petersburg-Clearwater area, which is the second-largest metropolitan area in Florida. Residents enjoy waterfront activities, easy access to major entertainment venues and theme parks, exceptional dining options, proximity to major colleges and universities, and a booming job market. With year-round warm weather, an eclectic culture, and a vibrant downtown scene, Tampa is an exciting and dynamic place to live, work, and raise a family.

An IB World School, Carrollwood Day School was founded in 1982 and currently serves 1,162 students from age two through grade 12.

To Apply

Please complete the online [Application](#) to become a **Southern Teachers Candidate** and submit a cover letter explaining your interest in and qualifications for this position.



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Performance Objectives

Be an Active Member of the CDS Community

The next Middle School Dean should be a warm, welcoming, visible presence on campus. The Dean will show great enthusiasm for CDS and support students during and after the school day, including regularly attending their games, plays, club events, and other extracurricular activities. The Middle School Dean will love and understand middle schoolers and possess a deep desire to support and guide them through these critical years of growth and discovery.

Contribute to CDS's Middle School Culture

The next Middle School Dean of Students will help foster a positive, engaging, and caring atmosphere and a healthy Middle School community by providing programming and leadership opportunities that enable CDS Middle School students to flourish. He or she will help plan age-appropriate activities, maintain the calendar of Middle School events, develop yearly themes that build students' character and keep them excited about coming to CDS every day, and collaborate with the Upper School Dean of Students to create programs and events that resonate with CDS's mission.

Cultivate and Practice Restorative Practices

In accordance with CDS's commitment to restorative discipline, the next Middle School Dean of Students will provide faculty, students, and their parents with an intentional, inclusive, growth-minded, and respectful way to address behavioral issues. Instead of simply enacting punitive measures for unwanted behaviors, the next Middle School Dean will help CDS's Middle School students take accountability for their actions, make the appropriate amends to foster healing, facilitate healthy dialogue between all affected parties to chart a path forward, and grow from this process.

Build Strong Partnerships between Students, Teachers, and Parents

The Middle School Dean of Students will be tasked with providing conflict mediation and positive relationships between students, faculty, and parents. The middle school years are a time of transition; students are learning to

advocate for themselves, and parents are learning to gradually and carefully give their children more autonomy. Faculty members are also trying to prepare students for high school by promoting organizational skills, time management skills, and greater accountability. The next Middle School Dean will understand these delicate relationships and be able to deftly navigate individual obstacles and challenges as they arise.



Beyond the Classroom

CDS believes some of the best learning happens outside the classroom. Eagerly anticipated, the Middle School class trips have traditionally been a highlight of the school year. Each grade-level trip is carefully and purposely designed to provide students with a safe, rewarding, and positive experience that builds on the curriculum and expands students' horizons. In addition to making connections between their classroom learning and the world around them, these trips also allow students the opportunity to bond as a class, gain independence, and create lifelong memories. All of the overnight grade-level trips include a service as an action component.



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The Position

The Middle School Dean of Students is a visible presence on campus, serving as a mentor, coach, and advocate for students while upholding CDS principles. A primary responsibility of this position is to ensure that student life on campus is rich, rewarding, fun, and consistent with the CDS mission and core values. In partnership with the Head of Middle School, the Dean is responsible for leading and educating faculty, students, and parents in a discipline system that represents the school's core values through a restorative justice approach, and with the School Counselor to facilitate advisory-based character education. Additionally, the Dean is responsible for developing and implementing student life programming to enhance the student experience through activities like clubs, spirit week, and field day. The position also includes but is not limited to serving as an administrative presence at Middle School events, performances, and other student activities.

Qualifications

- Dedicated to CDS's Mission and Core Values
- Passionate about middle schoolers and understands adolescent development
- Invested in students and delights in regularly attending their events
- Knowledgeable of and embraces restorative justice practices and upholds rules with kindness and respect
- Flourishes as a collaborative, productive member of a strong leadership team
- Growth-minded with high standards, values helping students learn from their mistakes, and models reflective learning
- Goal-oriented with excellent follow-through and oral and written communication skills
- Gifted at cultivating a thriving, collegial Middle School faculty and helping students and faculty generate innovative student life ideas
- Skilled at coaching faculty regarding classroom management strategies, excellent communication, and other ways to ensure rich learning experiences
- Organized and adept at using data effectively as relevant to guide decisions

- Wise in seeking understanding and providing appropriate support when handling difficult conversations involving students, faculty, and/or parents

Requirements

Strong candidates will possess a master's degree; proven leadership skills; an understanding of and preferably experience with the International Baccalaureate program; and experience teaching middle schoolers, preferably in an independent school.



Middle School Counseling

Each division has a full-time school counselor dedicated to promoting the success of all CDS students by addressing their social, emotional, physical, and intellectual well-being. CDS school counselors provide support across all areas through individual and small group counseling, classroom interventions and large group prevention education. They collaborate with classroom teachers to infuse the curriculum with relevant teachable moments. At the Middle School and Upper School levels, the school counselors lead proactive advisory programs that build a sense of community throughout the school and provide opportunities for students to take ownership of developing and advancing character education initiatives. CDS counselors also provide support for parents through individual consultations and parenting workshops.





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The School

Since the inception of Carrollwood Day School in 1982, the school has prided itself on being a community of learners. CDS has grown from a preschool into a comprehensive program with three divisions through high school. 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 innovative school-wide emphasis on character development.

Academics

At CDS, Middle School students are offered a rigorous, world-class education in an environment where they are known and well-supported by their teachers. The average student-teacher ratio of 9:1 ensures close attention to the development of each student. The Middle School has a core belief in developing the whole student academically, socially, and emotionally. The development of academic and moral character is at the forefront.

CDS offers a balanced and broad curriculum. Each year

students take eight subjects that cultivate exploration and discovery of personal interests: language and literature, language acquisition, humanities, math, science, design, physical and health education, and the arts. Students choose to take Spanish or French in the 6th grade and continue with it throughout Middle School. In the arts, students choose instrumental music, visual arts, or performing arts.

Middle School students enjoy the unique opportunity to be actively involved in clubs and the expansion of activities and traditions. Middle School is guided by a large and active student council which leads weekly assemblies and announcements. There are many special events including dances, movie nights, and the 8th grade Bonfire. The Middle School also shares in the festivities of homecoming with traditions including an all-school pep rally and a special homecoming spirit week with a middle school football game for all to enjoy.

IB Learner Profile

Inquirers: We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

Knowledgeable: We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

Thinkers: We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

Communicators: We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

Principled: We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

Open-Minded: We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

Caring: We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

Risk Takers: We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

Balanced: We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

Reflective: We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.





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The School (*Continued*)

Middle School curriculum highlights include:

All students participate in the IB Middle Years Programme through 10th grade. The grade 6-8 curriculum emphasizes creative and critical thinking as well as self-management and research skills. In grade 8, students choose a community project to actively engage with the local, state, national, or global community.

The STEEM program at CDS blends an emphasis on science, technology, engineering, and mathematics with an added focus on entrepreneurship to enable students to leverage their STEM skills as future leaders in innovation.

In 6th grade, students complete an interdisciplinary unit on rocketry. Students build and design rockets while incorporating tenets from design and science classes.

The division follows a two-day rotating block schedule, with all core classes meeting for 80 minutes to allow for substantive activities and discussions. Once weekly, the whole division comes together for announcements and special programs. At the end of each day and during Wednesdays' late start, a flex period allows time for clubs, study hall, and individual help.

The CDS counseling department supports the school's strong focus on character development through individual consultations as well as a variety of programs for students and parents. The Middle School counselor, MS Learning Specialist, Assistant Head of Middle School, and Middle School Dean of Students provide support throughout these middle school years.

Led by its own Middle School Athletic Director, CDS fields 17 interscholastic Middle School teams in sports, including cross country, football, volleyball, swimming, golf, cheerleading, basketball, soccer, track and field, wrestling, baseball, softball, and tennis. During the 2020 fall season, four middle school girl golfers were the Regional Runner-Ups and competed at the State Tournament.

CDS Patriots also compete and regularly earn notable recognitions in Forensics, Future Business Leaders of America competitions, Jr. Thespians competitions, and the Florida State STEM Fair and History Day Fair.

At a Glance

Founded: **1982**

Grades: **preschool-12**

Total Enrollment: **1,167**

MS Enrollment (5-8): **285**

Student Diversity: **43%**

Total Faculty and Administration: **116**

Student/Faculty Ratio: **9:1**

Average Faculty Tenure: **6.7 years**

Faculty with Postgrad Degrees: **52%**

Highest Tuition: **\$25,500**

Annual Budget: **\$25,146,102**

Total Debt: **\$15,321,162**

Annual Fund Goal: **\$475,000**

Board of Trustees: **20**

Accreditations: **FCIS, SACS**





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The Community

Situated on Florida's Gulf Coast, Tampa Bay offers an exceptional quality of life that has earned the region accolades from business and travel publications. Tampa International Airport is consistently ranked as one of the best airports in the country. Tampa Bay is home to the University of South Florida, the 15th largest university in the nation; a respected medical school; a top-ranked law school; and a private national liberal arts college.

With 246 sunny days each year and an average temperature of 73 degrees year-round, Tampa Bay is the ideal destination for outdoor enthusiasts. Residents take full advantage of the climate to enjoy recreational activities, including fishing, canoeing, biking, golfing, swimming, and running alongside the Bay.

Tampa is a "family-friendly" city with a vibrant arts community and unique cultural heritage. The Straz Center brings first-class entertainment to Tampa. Tampa is home to the Museum of Art, Glazer Children's Museum, and the Museum of Science and Industry as well as Busch Gardens, Lowry Park Zoo, and the Florida Aquarium. In addition to three professional sports teams in the area—the Tampa Bay Buccaneers football team (2021 Super Bowl Champions), the Tampa Bay Lightning hockey team (2020 and 2004 Stanley Cup), and the Tampa Bay Rays (2008 American League pennant)—there are a multitude of youth sports leagues that take advantage of Tampa's year-round tropical climate.



Application Process & Timeline

For consideration, candidates should submit applications to Southern Teachers at SouthernTeachers.com, along with a current resume and a cover letter explaining their interest in and qualifications for this leadership position.

Questions may be directed to Dr. Cyndy Weldon-Lassiter at CWL@SouthernTeachers.com or 434-295-9122.

Please do not contact the school.

Initial interviews with the consultant at Southern Teachers will be ongoing.

The new Middle School Dean of Students will begin work July 2023.

