

JOB DESCRIPTION

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TITLE: ASSOCIATE DIRECTOR OF STUDENT SUPPORT

REPORTS TO: Director of Student Support

LOCATION: Shanghai American School

Position Overview:

The Associate Director of Student Support (ADoSS) is essential in ensuring the effective delivery of support services for students across all grade levels. This leadership role will involve the ongoing enhancement of our school's approach to Student Safeguarding, Support for all learners, and the Wellbeing of all learners. The Associate Director of Student Support may have a specialization in one of these areas of practice and will be a leader of the school-wide efforts to enhance that area. The Associate Director of Student Support will lead the safeguarding, school counseling, learning support specialist teams, and partner with divisional leaders to maintain consistent and high-quality practices schoolwide.

Preferred Qualifications

- ! Advanced Degree in School Psychology, Special Education, Counseling, or a related field.
- ! Previous experience in an international school setting
- ! Strong intercultural competency and commitment to nurturing a sense of belonging for all.

Key Responsibilities:

Leadership and Coordination

- ! Strategic Development: Participate in and support the development of the long-term goals of the Student Support Programs.
- ! Program Leadership: Implement school-wide initiatives to enhance Student Safeguarding, Support for all learners, and Wellbeing, including social-emotional learning programs.
- ! Team Supervision: Co-supervise and evaluate the performance of learning support, SLP, and counseling team members in collaboration with division principals.
- ! SSAL Management: Ensure fidelity of implementation of the System of Support for All Learners (SSAL - SAS's MTSS model), collaborating with divisional principals to ensure alignment and efficacy. Focus on the roles and integration of Learning Support Specialists and Counseling Teams within the SSAL framework.

Consultation

- ! Support Consultation: Provide expert consultation to school leaders, specialists, and teachers on learning support and social-emotional needs.
- ! Parental Engagement: Meet with parents to address and resolve student support service issues. Facilitate workshops and educational series for parents to enhance their understanding and involvement in their children's learning and wellbeing.
- ! Admissions Collaboration: Support the Admissions Office in ensuring that our admissions processes are closely aligned with our academic programs, thereby effectively meeting the needs of the students we enroll.

Team Development and Collaboration

- ! Relationship Building: Cultivate strong relationships with students, parents, faculty, and external agencies to support student success.
- ! Team Collaboration: Foster a collaborative and supportive environment within the student support services team.
- ! Collaboration: Establish a close working relationship with the PreK-12 Coordinators of Learning Support and Counseling to ensure cohesive support across all grade levels.

Professional Development

- ! Research and Advocacy: Stay abreast of the latest research in student support and wellbeing, representing the school at professional events.
- ! Training Programs

Data Management and Reporting

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