



Stamford American
INTERNATIONAL SCHOOL

JOB DESCRIPTION

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Director of Student Support Services	Reference:
Function/Department	Student Support Services	Location: Stamford Woodleigh Campus
Manager Name & Title	Deputy Superintendent	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

Stamford seeks a dynamic, mission-driven leader as Director of Student Support Services. This position oversees the school's MTSS (Multi Tiered System of Support) program including: early intervention services, social-emotional counseling programs, speech and language therapy, occupational therapy, and academic and behavioral supports. Stamford's MTSS model includes support for building Tier 1 capacity, Tier 2 interventions, and a Tier 3 Intensive Support Program. The Director collaborates with administrative teams, teachers and specialists to offer the highest quality support services in a leading program in Singapore. The Director directly supervises the Head of Intensive Intervention, the Head of Therapy and provides extensive support for Academic Support and School Counseling teams.

Responsibilities

Primary areas of responsibility & accountability:

Strategic Leadership of the MTSS Model at Stamford

- Lead the strategic development of all student support services for students N-G12 at SAIS
- Collaborate with Divisional Administrators to ensure articulation of services between divisions and grade levels (N-G12)
- Support school leaders and educators in maintaining inclusive positive and supportive learning environments and highly effective educational programming for all students (N-G12)
- Facilitate and/or coordinate professional learning that supports effective instruction and social emotional supports for all students
- Participate in divisional teams to coordinate a cohesive support model
- Engage in schoolwide teams and committees to identify and address academic, social and emotional, and behavioral needs
- Support teacher leaders in facilitating divisional screening and referral process
- Collaborate with safeguarding, nursing, and discipline committee on escalated student needs

Recruits, Coaches, and Provides Professional Learning for Student Support Members

- Develop SSD team members' professional growth opportunities as it relates to student services functions
- Actively recruit and collaboratively plan the onboarding of SSD team members
- Facilitate learning of teacher leaders to support SSD staff's professional growth and progress towards team goals
- Provide training and support in the planning of intervention at all tier levels including screening, goal writing, and progress monitoring
- Guide in the collection, analysis, and use of data in intervention decisions and instructional planning
- Serve as the Primary and/or Secondary Hiring Manager for SSD positions
- Demonstrate outstanding interpersonal skills in the course of supporting SSD team members' collaborative efforts with any/all professionals across campus



Stamford American
INTERNATIONAL SCHOOL

JOB DESCRIPTION

Maintains & Improves upon Administrative Policies, Systems, & Documentation within the SSD Program

- Serve as a productive partner and liaison to all stakeholders in an effort to enhance SAIS student services
- Partner during the admissions process for the screening of files and leading student, parent, and teacher interviews
- Revise systems for identification and support of students who are in the EAL program and demonstrate a need for intervention services
- Collaborate with the Head of the Intensive Support Program to identify openings, criteria for entry/exit, and communication structures
- Responsible for budget related to Student Support Program, including the Intensive Support Program budget and resource allocation
- Ensure that appropriate data is collected and records and reports are maintained to comply with SSD, AHPC, Cognita, CIS / WASC and CPE policy and regulation

Other duties as assigned by the Superintendent or Deputy Superintendent

Position Requirements

- The ability to lead initiatives with staff and students to build school culture aligned with the school vision
- Problem solver
- Positive attitude toward challenges
- Strong organizational and communication skills
- Effective collaborator and team-member
- Excellent interpersonal and time management skills
- Exemplifies the IB learner profile – knowledgeable, inquirer, open-minded, principled, caring, communicator, risk taker, thinker, balanced, reflective
- Resilient - able to work long hours depending on the demands of the job at various times throughout the year
- Demonstrates the Stamford Values – Courage, Ingenuity, Compassion, Integrity

Qualifications

- Master's Degree / PhD in a related field (Special Education, Education Leadership, Educational Administration)
- At least 3+ years experience in a position of significant leadership (i.e., SSD Director, Deputy Principal, etc)
- Minimum 5 years teaching experience in Special Education and/or inclusive General Education classroom contexts
- Experience implementing Multi-Tiered Systems of Support and experience with selecting, training, and supporting the implementation of intervention programs
- Current Teaching Certification in Special Education (Mild/Moderate and/or Severe Licensure)
- Experience supporting English Language Learners
- Experience with Universal Design for Learning (preferred)

Contacts

- Stamford Community
- Stamford and Cognita Leadership Team
- Parents and Students
- PTA Other Stamford Teaching and Non-Teaching Staff

Working Conditions

- School Environment
- Based at SAIS Woodleigh campus with travel to Lorong Chuan campus for meetings
- Working hours 8am to 4:30pm, Monday to Friday, plus occasional staff meetings and trainings
- School holidays are paid and free except staff days and training days (please refer to the website to see the school calendar with school holiday dates)



Stamford American
INTERNATIONAL SCHOOL

JOB DESCRIPTION

Terms of Employment

- Annual Leave: 30 working days
- Medical Benefits: Medical insurance provided where applicable
- Sick Leave/Hosp: 60 days hospitalization leave including 14 days sick leave
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background Check: Required

Stamford American International School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Pre-employment background checks are mandatory and appointments are strictly subject to confirmation that all reference and background checks are completed to the satisfaction of Cognita, Stamford's holding organization.

We are an equal opportunity employer and disallow discrimination of age, ethnic origin, nationality, gender, religion, sexual orientation, family status, pregnancy, marital status, medical or mental health history, physical characteristics or disability. We welcome applications from all qualified candidates.

Please note that only shortlisted candidates will be notified.