



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	Student Support Coordinator (Early Years & Elementary / Secondary)	Reference: DEC2023SSD
Function/Department	Student Support Department (SSD)	Location: Stamford
Manager Name & Title	Director of Student Support Services	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

The Student Support Department (SSD) is currently recruiting two SSD Coordinators: one dedicated to the Early Years and Elementary divisions, and the other focused on the Secondary divisions. In these pivotal roles, the SSD Coordinators will spearhead student support structures, with a particular emphasis on overseeing the Intensive Support (Tier 3) program.

As leaders within the department, the Coordinators will closely collaborate with divisional administrators, the Director of Student Support Services, and the SSD Head of Departments to ensure seamless coordination and development of programs and associated staff. Key responsibilities include leading the review of applicants during the admissions process for student support, facilitating the student referral process, and managing logistics for students entering and exiting the Intensive Support Program.

The SSD Coordinators will play a vital role in supporting the continuum of interventions available for students at Stamford, in addition to taking on other tasks as assigned by the Director. These positions demand a proactive approach, effective collaboration, and a commitment to the holistic support of students within the school

Responsibilities

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be adhered to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

Key leadership responsibilities include but are not limited to the following:

Programs & Systems:

Partner with admissions to identify students who will enter into support upon entry to Stamford

- Review admissions files including evaluations, IEPs, report cards, teacher references
- Coordinate in person screenings with students to learn more about their strengths and challenges
- Conduct parent and teacher interviews as needed
- Recommend admissions decisions with SSD support indicated
- Maintain notes and documentation within SSD and admissions data bases



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Collaborate with school team to support student referral process

- Early Years & Elementary: Work with team lead to review referrals and determine next steps
- Secondary: Collaborate with Dean of Students to determine when Student Support consultation is needed in the referral process
- Participate in and facilitate as needed Student Success Meetings
- Share divisional data on referrals and recommendations for next steps with divisional administrators

Coordinate process of students entry/exit and services with the Intensive Support Program (ISP) -Tier 3

- Set quarterly cycles for students entering, exiting, and changing service level within ISP
- Evaluate proposed changes, review data, and meet with stakeholders including the ISP team, administrators, and parents to make placement decisions
- Submit all paperwork to finance, transportation, etc. to coordinate logistics
- Ensure families have a detailed understanding of services, why their child is in the program, and when placement decisions will be made
- Liaise with divisional administrators and senior leadership regarding students on conditional enrollments

Division Specific

- Secondary
 - Coordinate creation of student schedules for students who access support services in collaboration with team lead, Academic Dean, Registrar, College Counselors, and divisional SSD teams

Coaching

Ensure students and staff in the Intensive Support Program are supported in creating, implementing, and monitoring progress on student plans

In collaboration with the Director of Student Support Services and Head of Therapy

- Set cycles for creating and updating Student Support Plans
- Provide learning opportunities for writing goals, monitoring progress, and sharing progress updates
- Review plans and share feedback with team members
- Give guidance and direct support with the scheduling of services

Lead systems to support staff members professional growth

In collaboration with divisional administrators, Director of SSD, and SSD program leads

- Lead professional goal setting for special education teachers, behavior intervention specialists, student support teachers, and teaching assistants
- Prioritize professional learning needed based on staff goals and student needs
- Identify and coordinate professional learning opportunities for staff
- Support divisional teams in sharing best practices and engaging in shared learning opportunities

Primary or Secondary line manager for special education teachers, support teachers and teaching assistants

- Recruit, hire, and onboard SSTs, TAs, and SSD relief staff
- Recommend grade level and divisional placement for staff based on student profiles, team configurations, and staff strengths
- Approve time off, goals, and gather feedback on progress from team

Position Requirements



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- Clear & concise communication
- Ability to gain credibility and trust across multiple stakeholders (parents, teachers, administrators, SSD team)
- Self directed with strong detail orientation and follow through
- Reflective & Innovative - ability to maintain consistent procedures and reflect on ways to ways to improve our program
- Listens with a calm and supportive stance; able to navigate through conflict
- Expertise in coaching adults through on the job development and professional development sessions
- Champion for our program and our students!

Qualifications

- Minimum Bachelor's degree
- Minimum of 5 years of experience working in a student support setting (special education teacher, learning support teacher, school psychologist, counselor, therapist, etc)
- Degree/Master's/ Certification in student support area (special education, school psychology, counseling, etc) preferred
- Experience coordinating systems
- Experience leading teams
- Experience working with student with behavioral and/or low incidence disabilities preferred
- Experience with coaching teachers preferred

Contacts

- Other Stamford Teaching and Non-Teaching Staff
- Parents and Students
- PTA

Working Conditions

- School Environment
- Working hours 8am to 5:00pm, Monday to Friday, plus occasional staff meetings and trainings
- 10 additional work days a year to be confirmed with the Director of Student Support Services

Terms of Employment

- 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
- Pre-medical exam: Required
- Referee request: Required
- Background Check: Required

SAIS 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, SAIS' 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.



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We regret that only shortlisted candidates will be notified.



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