

SHANGHAI AMERICAN SCHOOL

JOB DESCRIPTION

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.

Skills, Attributes, Competencies, and Experience

- Adaptive, nimble, and able to lead collaboratively within a fast-paced, forward-thinking organizational culture.
- Strong emotional intelligence and well-developed interpersonal skills.
- Commitment to developing partnerships with students, parents, faculty, and other colleagues.
- Excellent organizational skills and ability to manage multiple projects simultaneously.
- Demonstrated ability to communicate effectively with diverse audiences, both verbally and in writing
- Ability to handle sensitive situations with discretion and professionalism.
- Strong problem-solving skills and the ability to think critically and make sound decisions in urgent situations.

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:** Design, implement, and assess professional learning programs aimed at enhancing support for all learners and promoting student wellbeing.

Data Management and Reporting

- **Data Integrity:** Maintain consistency and confidentiality in the collection and management of Student Support data across the school.
- **Data Utilization:** Analyze and report on data related to student support services, providing insights to school leadership to guide decision-making and program enhancements.

Child Safeguarding (Preferred)

- **Safeguarding Leadership:** Serve as a key member of the campus-specific Child Safeguarding Team, consulting on all safeguarding cases and crisis situations, and ensuring thorough follow-up and debriefing.
- **External Reporting:** Collaborate with the Director of Student Support and the Child Safeguarding Team to report child abuse cases to external agencies and provide necessary community referrals.
- **Educational Outreach:** Deliver ongoing Child Safeguarding education to faculty, staff, students, and parents, ensuring the community is well-informed and prepared.

SAS BELIEVES

- That each employee makes a significant contribution to our success;
- That contribution should not be limited to the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee or SAS to only the work identified. It is the expectation of the school that each employee will offer his/her services wherever and whenever necessary to ensure the success of our student and of our school.

How we see the world is how we experience the world

We believe that diversity, equity, and inclusion enrich our community and create a sense of belonging that compels each of us to grow. Therefore, we commit to a journey of community growth that is grounded in best and sustainable practices rooted in our mission and core values. We seek individuals who are ready to contribute to such an environment.

Child Safeguarding at SAS

Shanghai American School, in keeping with our core values and vision statements, has a Child Safeguarding Policy that guides our faculty, staff, and families in matters related to the health, safety and care of children in attendance at our school. By accepting employment at SAS, all faculty and staff agree to work in partnership with the School and abide by the policies adopted by the SAS Board.

To apply for this position please email your CV and cover letter to: careers@saschina.org indicating the position title as the email subject.