

Shanghai Community International School Director of Student Support Services

Search Announcement:

Shanghai Community International School (SCIS) seeks a Director of Student Support Services (DoSSS) to begin July 2022. The SCIS community is seeking applications from individuals motivated to advance our vision of inclusion through continued efforts in establishing and implementing best practices. The DoSSS will work within the School Leadership Team to lead the department in its efforts to improve students' skills while supporting our whole-child approach to academic success and social-emotional wellbeing. The DoSSS will challenge and support the effectiveness of our existing programs in order to meet the needs of our diverse learners' needs. The DoSSS will need to be an individual that is able to manage the inherent challenges of this task while still maintaining the personal approach in-line with the culture of the school. In addition, as a member of the School Leadership Team, the DoSSS will have the support necessary to drive our efforts to refine, implement, and accomplish the school's strategic vision.

School Description:

Founded in 1996, SCIS is a private, not-for-profit co-educational institution with over 1,600 students from over 65 countries ranging in age between 2 and 18 years. SCIS operates two Nursery to Grade 12 programs on three

campuses spanning both sides of the Huangpu river of Shanghai. SCIS is fully accredited by the Western Association of Schools and College (WASC). SCIS is a proud member of the East Asian Regional Conference of Schools (EARCOS) and the Association of Chinese and Mongolian International Schools (ACAMIS). SCIS is one of the first international schools in Shanghai to become fully authorized as an International Baccalaureate (IB) Continuum World School.

Position Description:

The Director of Student Support Services reports to the SCIS Director of Schools and directs the continuous development and refinement of our inclusion model from Nursery to Grade 12. The primary areas of focus are the articulation and assessment of a comprehensive program based on best practices for robust Learning Support and EAL (English as an Additional Language) Programs. As such, they will oversee the process of determining where and how to offer expanded programs that support inclusion. The DoSSS will serve as the lead advocate with administration, faculty, parents and all other stakeholders about the opportunities and challenges of a program that supports the diverse range of learners within our schools.

Reports To: Director of Schools

POSITION TITLE: Director of Student Support Services

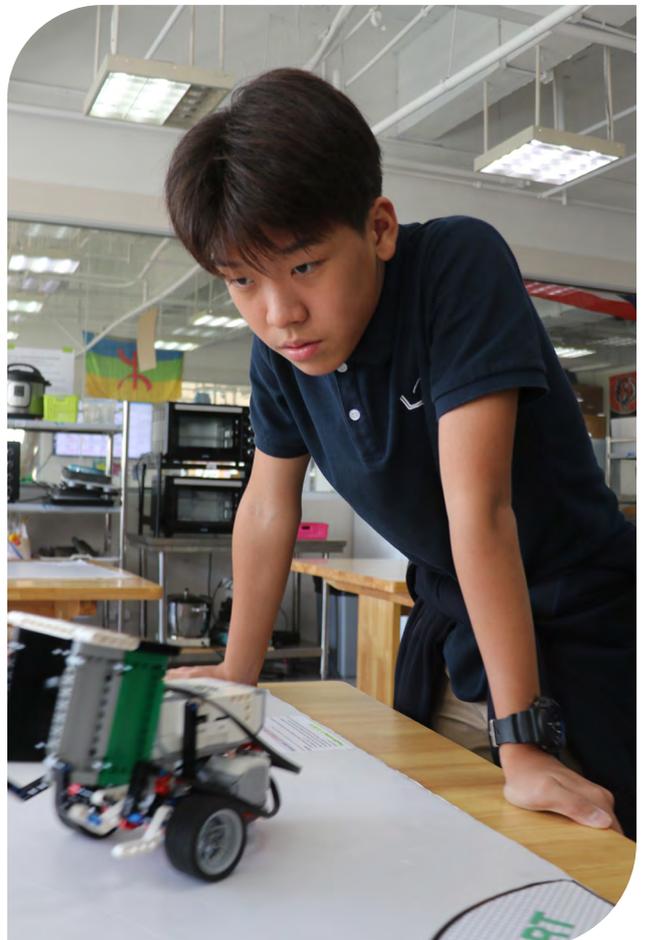
QUALIFICATIONS:

Minimum Qualifications:

- Master's degree or higher in Educational Administration or Special Education.
- Successful experience at a senior level in Student Support leadership within a Nursery – 12 setting and in related areas of special education, learning support, etc.

Preferred Skills and Experience:

- A strong understanding and knowledge of inclusion models within international school contexts.
- Experience in a dynamic and diverse school that offers a strong learning support model.
- Ability to establish effective working relationships with staff, students, parents, and community members.
- Ability to communicate effectively both orally and in writing to a wide range of audiences.
- Ability to adapt and assimilate to our school's collaborative and dynamic culture and appreciate the host country culture.
- Proven skills in strategic planning and building collaborative teams across divisions.
- Ability to prepare budgets and coordinate with other departments to maximize services for students.
- Experience within or establishing an effective process for maintaining records and reports.
- A strong ability to establishing relationships and networks within the international education community.
- Proven skills and abilities as a visionary who demonstrates leadership, resourcefulness, flexibility and creativity in identifying innovative solutions.
- A skillful and experienced coach.
- The ability to manage difficult conversations.
- Prefer those with comfort or experience with the International Baccalaureate Programmes (PYP, MYP, & DP).
- Ability to conduct productive meetings which encourage cognitive conflict and facilitate collaborative learning focused dialogues.
- Keep abreast of current research and professional development opportunities in relevant areas of learning support, inclusion, EAL, and well-being.
- Possess the means for informing and inspiring faculty surrounding innovative best practices in inclusion.



Performance Responsibilities: The Director of Student Support will work closely with the Director of Schools and the School Leadership Team to:

Program Leadership

- Assess support services and direct student support, learning support, and English as an Additional Language (EAL) programs to establish best practices that are sustainable and consistent across the system of schools.
- Establish a vision in collaboration with school leadership team at all divisions for each department (SS/LS & EAL) that aligns with the SCIS Mission, Schoolwide Learner Outcomes, and Strategic Plan.
- Develop and implement a system to revise and update all policies, procedures, and handbooks for Student Support, Learning Support, and EAL, including required IB policies.
- Work with the DoS to monitor the EAL budget and allocate resources accordingly throughout the system, including professional development.
- Coordinate, supervise and evaluate internal and contracted ancillary service providers.
- Work with the HoS-HQ and HoS-PD to monitor campus-based Learning Support budgets and allocate resources. Coordinate professional development opportunities with HoS to maximize system opportunities.
- Work with the Admissions Department to ensure student placement and learning support levels and fees are current and up to date.
- Establish procedures to ensure an efficient billing process to Learning Support families.
- Develop, review, implement, and evaluate all policies and procedures related to EAL, Student Support and Learning Support, including admissions.
- Review and report quarterly to the DoS and Educational and Operational Admin Teams on application and enrollment trends for all three programs.

Supervise and Strengthen Student Support Services:

- Coordinate the effective implementation of both the referral program (Student Support Team) and screening (working with internal and external resources) to ensure proactive efforts to identify and support students with potential needs throughout the divisions and campuses.
- Supervise and evaluate the system Educational Psychologist.

- Establish and implement a model of supervision for Learning Support, Student Support, and EAL faculty, including role-specific rubrics.
- In collaboration with the leadership team, coordinate and share in the professional development of faculty that make up the Student Support Services and EAL teams, including outside providers.
- Develop rubrics based on best practices to monitor and assess the quality of the programs.
- Create a system to evaluate and recommend possible expansion of the Learning Support Program at each campus.
- Create and implement a system to evaluate Learning Support Teacher Assistants and work with campus leadership to implement the evaluation process.
- Collaborate and share suggestions and recommendations with appropriate leadership teams.
- Lead and support the Learning Support Program Coordinators who oversees both the Learning Support Program and Learning Support Academy established to provide support services to learners identified with needs that require higher levels of support.
- Lead the team's professional development, establish a collaborative environment across divisions, and strive for the highest standard of professionalism and performance
- Build positive and strategic partnerships within Shanghai in order to better service SCIS students
- Oversee the implementation systemwide health plan including the practices and protocols implemented by the Nursing Team.





SALARY AND BENEFITS:

Salary is competitive and will be commensurate with qualifications and experience of the successful candidate. Benefits include housing, airfare allowance, health insurance, retirement contribution, professional development funds, and tuition benefits for N-12 school age dependents.

Application Process:

Interested candidates should apply no later than **December 3rd**. Please note that all application materials must be scanned into a single pdf attachment of 4MB or less and sent to both **Dr. Norma Hudson** at nhudson@searchassociates.com and **Dr. Eric Sands** at esands@searchassociates.com. Candidates should note that in the event an outstanding applicant is identified early in the search process, SCIS reserves the right to make an appointment before the deadline mentioned above and to bring the search to a close.

The application should include:

- Cover letter of application
- Résumé, not to exceed two-pages
- Educational philosophy detailing beliefs in reference to learning and leading
- A list of references (at least three) - the list should include their names, positions, current email addresses, and the current Superintendent/Director of your present school.



 **SCIS**
HONGQIAO-PUDONG

FOLLOW US:



/scischina



@scis.china



linked.in/scischina



@scis-china