



STUDENT SUPPORT SERVICES COORDINATOR

Start date: August, 2023



<https://www.aas.ru/about-us/employment>

The Anglo-American School of Moscow only accepts resumes in English. Interviews and communications are conducted in English language. Fluent spoken and written English language (C1 or a C2 level) is a must.

TYPE OF JOB: Full time

ROLE LEVEL: Non-managerial

REPORTS TO: Director of Schoolwide Learning

GENERAL DESCRIPTION

The Student Support Services (S3) at AAS includes learning support, English as an Additional Language (EAL), speech & language, and sensory integration. The S3 Coordinator is a Faculty Leadership position and works in close collaboration with the Director of Teaching and Learning as well as the school-wide leadership team. The S3 Coordinator reports to the Director of Teaching and Learning providing collaborative direction for the S3 team that includes specialist educators and instructional assistants. The S3 Coordinator embraces the AAS Mission, Vision, and Core Values. S/he promotes the School and the services provided by the School in all words, actions, and behaviors.

CORE DUTIES

- Ensures the timely screening of student candidates applying for admission and collaborates closely with the Director of Admissions, Principal(s), other leadership
- Works closely with Community Relations to promote the school and to ensure accuracy of website and other published content related to Student Support Services
- Relates to students with mutual respect through a student-learning-focused approach
- Oversees the IEP and early identification process (Student Study Team)
- Supports educators to deliver inclusive and data-informed learning experiences and understands the realities of the classroom
- Motivates employee performance and enhances morale
- Establishes and maintains positive, professional relationships, encourages excellent teaching and assessment practices, and supports faculty, staff, across the curriculum.
- Demonstrates a positive attitude towards her/his role and remains a flexible and innovative team builder
- Proven leadership ability that models a strong, confident, collaborative leadership style, a collaborative team builder alongside the Director of Teaching and Learning and Division Leadership
- Collaborates with HR, the Principals, Director and the Leadership Team in the recruitment, hiring, and growth/evaluation of faculty, support staff, temporary S3 staff and substitutes
- Collaborates with division leadership in providing feedback on S3 staff who will be supervised by the division educational leaders
- Facilitates and collaborates with the learning professionals who provide the Speech & Language learning support and the Sensory integration learning support for students.
- Collaborates with the Director of Teaching and Learning in the development of professional learning opportunities for S3 staff as well as classroom educators.
- Lead the S3 Team in a collaborative and facilitative manner, aligned with the AAS Mission, Vision, Core Values and Strategic Priorities.
- Provides feedback on the S3 team as an integral part of the supervision and growth/evaluation of the S3 Faculty, Specialists and Instructional Assistants supervised by division leadership.
- Invites and engages parents in the educational process, educates parents / caregivers by hosting special events and providing content, materials and information on a regular and timely basis
- Acts as a liaison and information resource for various AAS Community members, sharing expertise and knowledge.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent communication skills, both verbal and written
- Ability to work independently and as part of a team
- Ability to work cooperatively and collaboratively with others
- Visible for students, staff, and parents
- Demonstrated analytical, problem solving and time management skills
- Ability to work in a fast-paced environment, manage shifting priorities
- Respect and ability to work effectively and build positive, professional relationships with the diverse population of students, staff, parents and the AAS Community
- Demonstrated poise, tact, and diplomacy

Preferred

- Experience teaching in an IB school (PYP, MYP, or DP)
- Possesses international experiences in a variety of roles to support school-wide leadership
- Experience as a coordinator or in a faculty leadership position
- Master's degree or Bachelor's degree in Special Education, EAL, Educational Leadership or subject(s) related to the core responsibilities of the position

QUALIFICATIONS AND REQUIREMENTS

Required

- Five or more years of full-time, full-year teaching experience as a Teacher of Special Needs, English as an Additional Language, and/or Resources or a related area, or as a Coordinator or Director of Student Support Services.
- Possesses experience and knowledge of recent research and best practices in education, including international education, data-driven decision making, differentiation, special educational needs, English as an additional language, curriculum design, development, mapping, and implementation
- Familiarity with US curriculum (Common Core) and inquiry-based learning frameworks (i.e. PYP, MYP, IBDP)
- Academic background or experience in the area to be taught
- Bachelor's degree in Education
- Certification in Education
- Commitment to being an integral part of the AAS learning community
- Dedication to being a reflective practitioner
- Collegial and cooperative relationships with colleagues
- Demonstrated proficiency with common educational technology applications (Microsoft Suite, GSuite, Outlook, Powerschool, Toddle etc.) and ability to learn new technology and applications
- Speak, read and write in English fluently, according to the CREF standards, C1 or a C2 level, as determined by the external AAS testing provider
- Must be eligible to receive a security clearance certification (provided by AAS)

The above statements are intended to describe the general nature and level of work performed. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.

