



American International School of Lusaka

Every student thrives

Title: Director of Student Support Services

Qualifications/Attributes

- Possesses a minimum of a Bachelor's Degree and teacher certification
- Minimum of five years of teaching experience with desired emphasis working with students with special needs/rights
- Previous SEN teaching experience
- Background and experience in leading a team
- Ability to analyze and use data to inform learning intervention and targeted instruction.
- Deep commitment to collaboration and reflection
- Organizational ability, initiative, and effective communication and interpersonal skills
- Comfort with living and working in the developing world

Reports To: Primary Principal and Secondary Principal

Job Purpose

The role of the Director of Student Support Services (ELC-G12) is to work with the Student Support Services team in both the Primary and Secondary divisions to provide the best possible education for pupils who have special educational needs. In order to achieve this objective, The Director of Student Support Services must work closely with the students' families as well as teachers to develop plans of action and materials to support pupils within the curriculum. The primary aim is to reduce barriers to learning and participation for pupils with special educational needs/rights, thereby promoting their inclusion within the least restrictive environment. The Director of Student Support Services ensures that systems of support are in place and sustainable across the Primary and Secondary divisions, ensuring a smooth transition for students.

Performance Responsibilities

Team Leadership

- Exhibit leadership skills and initiatives that align with the goals and values of AISL with a spirit of collaboration with all members of the school community,
- Monitors resource and time allocation of SSS team to ensure that all students within the program are receiving the amount of support necessary according to their needs,
- Ensures that all members of the SSS team maintain a variety of files and/or records (e.g. MAP data, etc.) for the purpose of showing student performance and progress and ensuring that baseline measurements are taken for all students in the SSS program and reevaluated on a cyclical basis,

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- Ensures that all members of the SSS team use monitoring and tracking systems relating to students attainment of goals, progress, and achievement and record this weekly through anecdotal notes shared with families, and
- Monitors a resource budget to ensure effective curriculum access for all SSS students.

Communication and Reporting

- Writes student accommodation plans and Individual Educational Plans (IEPs) on an annual basis, which are reviewed each semester, and provides the teaching faculty with this information,
- Organizes and leads meetings discussing student accommodations and/or IEPs with SSS team members and parents with the intent of setting annual targets of student achievement,
- Collects feedback from students, parents, and colleagues that can be used to inform instructional decisions,
- Meets with families if a student is moving to a different tier of support or exiting from the SSS program,
- Arranges additional testing for students with outdated educational psychology evaluations, and
- Liaises with external agencies and support providers (e.g. physical therapists, occupational therapists, educational psychologists) and 1:1 Learning Assistants as part of student support plans.

Student Support

- Teaches individuals or small groups of students within or outside the class, primarily in the Secondary school,
- Develops and adapts teaching methods to meet the individual needs of students,
- Uses special equipment and facilities, such as audiovisual materials or iPad apps, to stimulate learning, and
- Organizes learning outside of the classroom to develop students' life skills when necessary.

Staff Support and Development

- Liaises with classroom teachers to identify students who are struggling to access the curriculum,
- Collaborates with the classroom teachers and the Student Support Services team to define appropriate activities for the students in relation to the curriculum,
- Reflects on the implementation of instructional strategies with classroom teachers in order to inform curricular and instructional decisions,
- Engages in reflection with classroom teachers on how to create a more positive and productive learning environment, and
- Leads and participates in on-going and job-embedded professional development (e.g. meetings, workshops, trainings, and seminars) for the purpose of conveying and/or gathering information related to differentiation and other student support services topics.

Other

- Makes recommendations to the division Principals and Student Services Team on how to improve student performance and refine inclusive school policies, and
- Performs other duties and responsibilities consistent with those normally associated with the position of the Director of Student Services.