



## POSITION TITLE: DIRECTOR OF STUDENT SUPPORT

<b>POSITION TITLE:</b>	Director of Student Support
<b>DIRECT SUPERVISOR:</b>	Head of School
<b>SALARY SCALE</b>	Administration
<b>CONTRACT DAYS:</b>	212
<b>PERIOD OF APPOINTMENT:</b>	Per Employment Contract
<b>DIRECT REPORTS:</b>	Learning Support teachers, English Language Acquisition teachers, and Counselors

### Mission

We challenge, inspire and empower learners to develop their unique potential in our changing world.

### Vision

We will lead the way toward a sustainable future.

### VIS Definition of Learning

We learn when we build and apply new understandings and skills in a variety of contexts.

### VIS Learning Principles

The following research-based learning principles guide our teaching practice:

- **Learners at the center:** Recognizing learners as core participants and encouraging active engagement.
- **Learners are unique:** Engaging all learners and adapting to individual needs.
- **Learners have emotions:** Understanding the role of emotion and being aware of individual motivations.
- **Learners have potential:** Embracing challenging expectations while understanding individual variations.
- **Learners are collaborative:** Recognizing the value of social interaction to engage with multiple perspectives.
- **Learners make connections:** Linking understandings and transferring learning to new situations.
- **Learners are reflective:** Having a clear purpose, understanding next steps, and using feedback to support growth.

### IB Learner Profile:

Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open-minded, Caring, Risk-takers, Balanced, Reflective

### The Position:

The Director of Student Support (DoSS) promotes strengths-based, student-centered conversations and planning with Diversity, Equity, Inclusion, and Belonging (DEIB) at the forefront of our work. The Director of Student Support supports and enhances the coordination and management of inclusive learning and language services, resources, events, and experiences with the ILS, EAL, and Counseling departments. The Director of Student Support supervises and evaluates ILS team members (Advocates and IA), EAL team members and Counselors, in collaboration with the Primary and Secondary Principal.

The role of Director of Student Support requires an extra commitment of time and work. This is why this position is not a full-time teaching and caseload management position.

### Job Requirements:

- Bachelor Degree or higher in Education; certification in Special Education, EAL, Counseling, or Psychology
- Minimum 3 years of experience working in a leadership role, preferably within an international setting in the role of student support
- Experience supporting diverse learners through systems, professional development, collaboration and advocacy
- Experience implementing or building Multi-Tiered Systems of Support



### **Key Responsibilities:**

- Actively embrace a leadership role in the VIS Core, Destiny Plans, curriculum development initiatives, and school improvement
- Model elements of Adaptive Schools (i.e. collaboration norms, elements of a professional community)

### **Systems/Structures**

- Continue to build and bring clarity and consistency to the Multi-Tiered System of Support
- Continue to build and embed the WIDA framework into existing systems and structures at VIS
- Partner with the Admissions Manager and divisional principals to support the admissions process and onboarding of families involved in student support systems
- Collect and document feedback from students, faculty, and parents at various points during the year to inform programming
- Develop and support transition processes EY-12

### **Professional Development**

- Align and build capacity across the Inclusive Learning Services, English as an Additional Language, and Counseling Teams
- Provide learning opportunities focused on research-informed practices that support all learners and the MTSS process
- Provide access to and share learning opportunities, resources, and tools that will support teachers and IAs
- Engage in learning with Instructional Assistants and provide translation services for appropriate access to learning
- Continue to support the development of Universal Design for Learning across all areas of school

### **Data Systems**

- Collaborate with all stakeholders to make data-informed decisions that support students who are Highly Able, acquiring English academic proficiency, or may need Tier 2 or Tier 3 support
- Maintain data systems that are clear and accessible
- Oversee the process for English language assessment to determine appropriate levels of support for multilingual learners
- Monitor SW student progress, evaluate the success of targeted strategies, and identify areas for improvement

### **Collaboration/Leading Teams**

- Plan and facilitate the School-wide Student Support team meetings and collective work
- Schedule and facilitate Child Study Team (CST) meetings
- Attend and plan teacher planning meetings whenever possible, with a focus on co-planning and DEIB structures and practices
- Provide opportunities to learn with and from parents whose children receive support services
- Create collaborative opportunities for teachers to share, reflect, and improve on classroom practice
- Collaborate with the Schoolwide Instructional Leadership Team and Learning Area Team Leaders to:
  - determine school-wide and divisional needs about MTSS inclusive practices, then plan and implement them accordingly
  - thoughtfully increase and honor student voice and parent/guardian voice within MTSS
  - facilitate ongoing professional learning with teachers and IAs, focusing on UDL and inclusive practices
  - analyze data about student support through a DEIB lens and utilize data to drive decision-making regarding student support
- Co-Lead SW ELA Department meetings, ensuring a focus on improving student outcomes



The Director of Student Support is a member of the SW Instructional Leadership Team, with direct responsibility for the SST services provided to our learners.

#### **VALUES**

At Vientiane International School, we value diversity, inclusivity, respect for others, integrity, responsibility, empathy, and compassion. The ideal candidate should share these values and attitudes while also being committed to promoting student wellbeing through individualized support that fosters social-emotional growth and academic success.

#### **WHAT WE OFFER:**

- A supportive, collegial, and innovative learning community.
- Professional development opportunities, including IB training.
- Competitive compensation and benefits package.
- The opportunity to live and work in a vibrant and beautiful country of Laos.

If you meet these qualifications and share our values at Vientiane International School, we encourage you to apply for this exciting opportunity!