



Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Director of Student Support Services	Reference:
Function/Department	Student Support Services	Location: Stamford Woodleigh Campus
Manager Name & Title	Deputy Superintendent	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

Stamford seeks a dynamic, mission-driven leader as Director of Student Support Services. This position oversees the school's MTSS (Multi Tiered System of Support) program including: early intervention services, social-emotional counseling programs, speech and language therapy, occupational therapy, and academic and behavioral supports. Stamford's MTSS model includes support for building Tier 1 capacity, Tier 2 interventions, and a Tier 3 Intensive Support Program. The Director collaborates with administrative teams, teachers and specialists to offer the highest quality support services in a leading program in Singapore.



Serve as a productive partner and liaison to all stakeholders in an effort to enhance SAIS student services
Partner during the admissions process for the screening of files and leading student, parent, and teacher interviews
Revise systems for identification and support of students who are in the EAL program and demonstrate a need for intervention services
Collaborate with the Head of the Intensive Support Program to identify openings, criteria for entry/exit, and communication structures
Responsible for budget related to Student Support Program, including the Intensive Support Program budget and resource allocation
Ensure that appropriate data is collected and records and reports are maintained to comply with SSD, AHPC, Cognita, CIS / WASC and CPE policy and regulation

Other duties as assigned by the Superintendent or Deputy Superintendent

The ability to lead initiatives with staff and students to build school culture aligned with the school vision
Problem solver
Positive attitude toward challenges
Strong organizational and communication skills
Effective collaborator and team-member
Excellent interpersonal and time management skills
Exemplifies the IB learner profile – knowledgeable, inquirer, open-minded, principled, caring, communicator, risk taker, thinker, balanced, reflective
Resilient - able to work long hours depending on the demands of the job at various times throughout the year
Demonstrates the Stamford Values – Courage, Ingenuity, Compassion, Integrity

Master's Degree / PhD in a related field (Special Education, Education Leadership, Educational Administration)
At least 3+ years experience in a position of significant leadership (i.e., SSD Director, Deputy Principal, etc)
Minimum 5 years teaching experience in Special Education and/or inclusive General Education classroom contexts
Experience implementing Multi-Tiered Systems of Support and experience with selecting, training, and supporting the implementation of intervention programs
Current Teaching Certification in Special Education (Mild/Moderate and/or Severe Licensure)
Experience supporting English Language Learners
Experience with Universal Design for Learning (preferred)

Stamford Community
Stamford and Cognita Leadership Team
Parents and Students
PTA Other Stamford Teaching and Non-Teaching Staff

School Environment
Based at SAIS Woodleigh campus with travel to Lorong Chuan campus for meetings

