



## Director of Student Support

San Francisco, CA

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### School Overview

The International School of San Francisco is a bilingual, multicultural learning community where students learn to navigate the complexities of the world with confidence, empathy, and joy. Our vibrant urban campus is situated in the heart of the city and serves nearly 1,100 students beginning at age 2 and continuing through grade 12.



### Mission

Guided by the principles of academic rigor and diversity, The International School of San Francisco offers programs of study in French and English to prepare its graduates for a world in which the ability to think critically and to communicate across cultures is of paramount importance.

### Opportunity

Working at The International School of San Francisco opens up a myriad of opportunities both personal and professional. When minds and cultures from around the world come together, boundless curiosity takes hold; faculty and staff benefit from that deep intellectual engagement and joyful discovery as we live out our values of respect, integrity, inclusion, collaboration, and curiosity. Each employee is both teacher and learner in our vibrant, multicultural, multilingual school community.



**Carney  
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& ASSOCIATES

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### **Position Description**

The Director of Student Support is responsible for ensuring a high-quality, research-based suite of student support services across our bilingual PK2-grade 12 program. In our diverse community, the Director of Student Support fosters an understanding of neurodiversity as an important element of identity and supports wellness, differentiation and accommodations as essential elements of inclusive classrooms, in keeping with our school values. Enhancing and sustaining a holistic approach to student support rooted in the interrelatedness of mental and emotional wellness and academic success is a key aspect of this role. The Director of Student Support fosters a partnership between faculty and staff, students, and families to allow every student to reach their maximum potential in our program. Reporting to the Assistant Head of School for Teaching and Learning, the Director of Student Support collaborates closely with the principals and section teams and supervises the learning specialists and counselors to ensure the effectiveness of services at all levels of the school.



### **Focus and Responsibilities:**

- Build and lead a cohesive Student Support team of counselors and learning specialists by clarifying expectations, providing support and accountability, ensuring professional learning, and establishing a cycle of consistent communication, coherent processes, and collaborative work
- Ensure a consistent, research-based, age-appropriate menu of services and programming across PK-12
  - Implement a coherent multi-tiered system of support across the school



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- Promote communication between the student support team and faculty to ensure timely and thorough implementation of learning plans in the classroom, at the beginning of the school year and in response to new information
- Supervise the implementation of social-emotional learning programming in collaboration with the section teams and faculty
- Oversee fee-based services provided at school, ensuring quality and coherence of approaches
- Monitor developments in student support services and foster continuous improvement
- Facilitate support of faculty, students, and families regarding students' emerging needs PK-12
  - Implement systems and facilitate training of faculty, especially in PK-8, to identify students in need of enhanced support
  - Oversee Student Support Team meetings or equivalent for students with emerging needs PK-12, and develop a clear process for assigning case management to ensure holistic support
  - Ensure effective communication between families of students with emerging needs and the school throughout the identification and evaluation process
  - Supervise analysis of evaluation information and creation of learning plans
  - Serve as primary contact for external diagnosticians and service providers, including SFUSD



- Oversee documentation and revision of diagnoses and learning support plans for PK-12
  - Implement a tracking system of data regarding support services and student progress that follows students throughout their school journey
  - Ensure regular communication with faculty, families, and students to adjust learning plans, annually at a minimum, and update testing information in keeping with best practices



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- Support the Learning Specialists in ensuring accommodations for all standardized testing
- Support the admissions team, in collaboration with section teams, to evaluate applicants and communicate with prospective families about services and the expectations of our programs
- Ensure robust communication to current and prospective students and families about services, especially at transitions between sections
- Collaborate with the Instructional Leadership Team and others to implement professional learning for faculty and staff regarding neurodiversity, social-emotional learning, and mental health
- Promote an understanding of neurodiversity as a dimension of identity and of student support as a dimension of inclusion
- Model and foster a culture of offering expertise and support to faculty and staff regarding teaching practices that support all learners in age-appropriate ways
- With the student support team, serve as a resource to teachers and section teams about specific student needs and appropriate practices
- Provide direct service to students, up to 20% of working hours



#### Key Qualities:

- Expertise in research-based learning support methods and a practice of keeping current with new developments in the field
- Skill at liaising with public and private providers of educational evaluations and services
- Excellent written and oral communication skills
- Strong organizational skills; an interest in implementing effective institutional systems and structures



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- Ability to interact productively with members of all stakeholder groups, particularly faculty and staff, students, families, and external providers
- Forward-thinking, pragmatic, and diplomatic leadership that is sensitive to the needs of a dynamic and diverse community
- An ability to foster a productive, collaborative working environment and support employee growth
- Advanced degree in education, psychology, special education, or a related field
- At least 5 years' experience working as a learning support professional; leadership experience preferred
- Proficiency in French a plus but not required
- Must be legally able to work in the United States

This is a full-time, year-round administrative position. Salary range is \$130,000-\$150,000 depending on experience.

### **To Apply**

Interested and qualified candidates should submit a **cover letter, resume, and list of references** to:

**Maria Gustafarro, Placement Associate**  
**Carney Sandoe & Associates**  
[maria.gustafarro@carneysandoe.com](mailto:maria.gustafarro@carneysandoe.com)

**and**

**Amanda Gastel, Placement Counselor**  
**Carney Sandoe & Associates**  
[amanda.gastel@carneysandoe.com](mailto:amanda.gastel@carneysandoe.com)

**Please do not contact the school directly**



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