

The American International School of Johannesburg seeks exceptional talent to join our community of **Mindful, Resilient, Curious, Globally-Minded Contributors, and Thinkers.**

- 

AISJ was founded in 1982, and it has grown into one of the most prestigious international schools in South Africa, offering an **American-based curriculum** with a global perspective.
 - 

The school operates on **two campuses, one in Johannesburg and another in Pretoria**. This dual-campus setup allows the school to serve a diverse community of students across a larger geographical area.
 - 

AISJ has a **highly diverse student body, with over 64 nationalities** represented. This multicultural environment fosters a global mindset and promotes cross-cultural understanding among students.
 - 

The school offers the **International Baccalaureate (IB) Diploma Programme**, providing students with a rigorous, internationally recognized curriculum that prepares them for global higher education opportunities.
 - 

AISJ is known for its **eco-friendly initiatives**, including solar power, recycling programs, and a commitment to sustainability. The school emphasizes environmental responsibility as part of its educational philosophy.
 - 

AISJ strongly **emphasizes guiding principles**; the school promotes mindfulness, resilience, curiosity, and global-mindedness, encouraging students to develop academically and as compassionate and thoughtful individuals.
 - 

Both campuses have **state-of-the-art facilities**, including science labs, art studios, aquatic centers, theaters, sports fields, driving range, and technology centers, supporting a comprehensive educational experience.
 - 

The school is deeply involved in **service learning** and outreach programs, encouraging students to engage in meaningful service projects that positively impact the local community.
 - 

AISJ offers many **co-curricular activities**, including sports, arts, music, drama, and clubs, providing students ample opportunities to explore their interests and talents.
- 1982**  **FOUNDED**

130+  **FACULTY COMPLIMENT**

150+  **OPERATIONS STAFF COMPLIMENT**

21  **NATIONALITIES: STAFF DIVERSITY**

62  **NATIONALITIES: STUDENT DIVERSITY**

02  **SEMESTERS. NORTHERN HEMISPHERE CALENDAR - AUGUST TO JUNE**

Join our community...





JOB DESCRIPTION: Director of Student Support Services

CAMPUS: Johannesburg Campus | **SUPERVISOR:** School Director | **START DATE:** 1 August 2027 |
POSTING DATE: 29 September 2027 | **CLOSING DATE:** 16 October 2026

Inspire Learning to Build Our Better World. At the American International School of Johannesburg (AISJ), we are committed to providing an exceptional education that empowers global citizens to fulfill their future purpose. Our vision is to inspire learning to build a better world. We seek a dedicated and passionate professional who aligns with our commitment to excellence and believes in the transformative power of education. Every team member is crucial in creating a supportive and nurturing learning environment. At AISJ, we value every employee as a learner and expect them to embody and support the AISJ Portrait of Learner (**Resilience, Mindful, Thinker, Globally Connected, Curious, Contributor**) through their work. We are dedicated to justice, equity, diversity, and inclusion within our school community.

POSITION OVERVIEW

The Director of Student Support Services (DSSS) is a mission-critical executive leader responsible for the strategic vision, alignment, and oversight of inclusive practices across the Pre-K through Grade 12 continuum. This role integrates the leadership of Learning Support, English Language Acquisition (ELA/ELL), Counseling, and Life-Centered Education Services.

The Director will champion a **Multi-Tiered System of Support (MTSS)** and **Universal Design for Learning (UDL)** framework to ensure that every student—including those requiring high-ability challenge or intensive intervention—experiences a sense of belonging and academic success. As a key member of the Child Safeguarding Team, the Director ensures that safety, well-being, and equity are at the heart of the AISJ experience.



REQUIRED QUALIFICATIONS

- **Education:** Master's Degree in Special Education and/or Educational Leadership or related field
- **Certification:** Valid K-12 Teaching and/or Administrative license or certification from a recognized educational authority.
- Minimum of 8 years in education
- Successful experience working collaboratively with school leaders, teachers, and outside service providers.
- Experience working at an American system within special education or student support services
- Successful experience in working collaboratively with parents of children with learning challenges.
- **Emotional Intelligence:** Exhibits patience, empathy, and the ability to balance ambition with humility.
- **Communication:** Exceptional command of written and spoken English; ability to present complex data clearly to diverse stakeholders.
- **Collaborative Spirit:** A "team-first" mentality that values diverse perspectives and builds trusting relationships with Principals, parents, teachers, and students.

PREFERRED SKILLS AND EXPERIENCE

- **Technical Expertise:** Deep knowledge of WIDA assessments, IEP development, Life-Centered Education Services, and instructional coaching models.
- Two or more years in a leadership role and/or a role that has campus/district wide responsibility.
- Proven track record in implementing complex change initiatives and MTSS frameworks.
- Comprehensive understanding and work within a program providing
 - Support services for exceptional learners
 - In Learning Support
 - For students with significant cognitive or functional support needs

KEY RESPONSIBILITIES

1. Strategic Leadership & Vision

- Execute a clear vision for Student Support Services (SSS) that aligns with the AISJ Vision- Purpose and Community Principles.
- Provide cross-campus guidance to ensure consistent, equitable, and aligned programming from Early Years through High School.



- Lead the development of a coherent approach to **Inclusion and Challenge**, ensuring high-ability learners are stretched within an inclusive framework
- Lead the coordination of services for students with high support needs

2. Multi-Tiered System of Support (MTSS) & Data

- Oversee Tier 1–3 practices across academic, behavioral, and social-emotional domains.
- Design and implement school-wide data systems to gather and analyze learning evidence, ensuring that interventions are timely, ethical, and effective.
- Collaborate with the Teaching and Learning Team to implement universal screening tools to gather early intervention data.

3. Admissions & Enrollment

- Collaborate with the Director of Advancement and the Admissions Team to review student applications and make data-informed decisions regarding placement and support capacity.
- Ensure the school can fulfill its promise of support for students with identified learning variations upon entry.
- Work with the Advancement Team to ensure the long-term sustainability of the program via consistent enrollment and client satisfaction.

4. Personnel & Resource Management

- Supervise, in conjunction with Divisional principals, SSS faculty and program leaders across all divisions.
- Coordinate workload calibration and caseload management, ensuring resources are balanced between campuses and departments.
- Manage the departmental budget, identifying external consultants and specialists to enhance internal services.

5. Child Safeguarding & Well-being

- Serve as a member of the **Schoolwide Child Safeguarding Team**, coordinating protocols, reporting incidents, and ensuring compliance with international best practices.
- Collaborate with crisis management and counseling teams, fostering a holistic approach to student safety and mental health.

6. Professional Development & Advocacy

- Design and facilitate professional learning for all faculty on asset-based language acquisition, differentiated instruction, and socio-emotional well-being.



- Advocate for students with diverse needs, ensuring their voices are represented in school-wide strategic initiatives.

APPLICATION PROCESS

To apply, please complete the electronic form [\[Click here\]](#). Information captured will be securely stored and used for a reference check on the candidate's compatibility. AISJ reserves the right to appoint the strongest candidate before the closing date if required.

SAFEGUARDING & CHILD PROTECTION

AISJ maintains robust [child protection policies](#) to ensure a safe, secure, and caring environment for our students. All employees must undergo criminal background checks, attend annual training, and sign a safeguarding agreement.

PRIVACY

By submitting your CV, you consent to AISJ processing your personal information in accordance with our Privacy Policy, accessible at [AISJ Privacy Policy](#), and under the Protection of Personal Information Act of 2013.

OTHER INFORMATION

- The first contract is for two years and then extended each year based on an annual review.
- Package for this Administrative position is competitive with others like international schools around the world.

