



THE AMERICAN
INTERNATIONAL
SCHOOL OF VILNIUS



JOB DESCRIPTION

Job title: LOWER SCHOOL ASSISTANT PRINCIPAL AND STUDENT SUPPORT SERVICES (S3) COORDINATOR (FULL TIME POSITION)

Work Location: Subačiaus St.41, Vilnius LT-11350 & Srovės St. 19, Vilnius LT-01206

Division/Department:

- Lower School: Assistant Principal
- Lower School & Upper School: Student Support Services Coordinator

Works with: Strategic Leadership Team, Faculty, Counselors, Support Teachers, and Students

Reports to: Lower School Principal & Deputy Director **Evaluated by:** Lower School Principal & Deputy Director

AISV MISSION

Connect | Inspire | Empower |

AISV VISION

As global citizens, we are prepared to realize our personal potential, pursue our passions, and positively impact our ever-changing and interconnected world.

AISV VALUES

Empathy | Open-Mindedness | Curiosity | Accountability | Perseverance |

OVERVIEW - PRIMARY PURPOSE OF THE POSITION

Lower School Assistant Principal role

The person in this role works closely with the Lower School Principal to provide effective leadership and support the planning, coordination, oversight, and day-to-day management of academic programs and school operations from **PK2 through Grade 5**, ensuring a high-quality learning environment and the smooth functioning of the Lower School.

School-Wide Student Support Services (S3) Coordinator role

The S3 Coordinator provides dynamic, mission-driven leadership and support in the strategic development and implementation of the school's Student Support Services (S3) program **PK2 - Grade 12**, including Inclusive Education (IE), social-emotional counseling, and English as an Additional Language (EAL). The Coordinator collaborates with divisional leaders, teachers, and specialists to ensure common understanding,

developmental articulation, and consistent implementation of the school's Multi-Tiered Support System (MTSS model) in the areas of academics, behavior, and overall student well-being. The Coordinator analyzes the needs of students across the school and advises administrators and specialists at each division in developing, consistently implementing, and analyzing the ongoing effectiveness of the S3 program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The omission of specific duties does not exclude them from the position if the tasks are similar, related, or a logical extension of the role. The key duties and responsibilities include:

Lower School Assistant Principal

- Assist the Principal in developing and maintaining an effective educational program consistent with the School's Guiding Statements.
- Assist the Principal in the overall administration of the school; interpret and promote school and divisional policies and procedures.
- Ensure implementation of a standards-based, inquiry-driven curriculum throughout Lower School.
- Assist in the development and maintenance of documentation relating to the Lower School's program and practices in alignment with a developmentally appropriate, whole-school approach.
- Assist the Principal in the collection and review of data to inform instruction and continually improve the program.
- Assist the Principal in planning and implementing professional learning/growth opportunities for teachers and staff.
- Assist in the identification and adoption of curricular resources and materials.
- Support a positive behavior management system working with students and teachers.
- Serve with parent, faculty, and student groups, as requested, in advancing educational and related activities and objectives.
- Collaborate with teachers and the Student Success Team to identify the special needs of students, seeking the assistance of specialists as required.
- Using the Teacher Growth & Appraisal process, supervise teachers and grade levels as assigned by the Principal.
- Explain and interpret school and division-wide curriculum/instructional goals and objectives to teachers, parents, students, and the community.
- Serve as Principal in the absence of the Principal.
- Perform related work as required.

School-Wide Student Support Services (S3) Coordinator

- Lead the development and implementation of a comprehensive S3 Strategic Plan.
- Work with S3 specialists and administrators to streamline policy and procedures within the program, document these, and communicate them to all stakeholders.
- Maintain an online platform for referrals, student files, and data collection. Provide training, including sharing and security.
- Collaborate with S3 specialists, administrators, and teachers to evaluate tiers of academic support for students who need interventions.
- Coach specialists and teachers on strategies and interventions at each tier of the MTSS model.
- Facilitate and/or coordinate professional learning for S3 specialists and general faculty that supports effective instruction, positive behavioral management, and social-emotional well-being for all students.
- Guide the collection, analysis, and use of data in instructional planning and intervention decisions.

- Work with S3 specialists to ensure consistency in procedures across the school, including screening, goal writing, and progress monitoring.
- Conduct regular meetings with S3 specialists across the school.
- Participate in divisional teams to coordinate a cohesive support model.
- Support teachers in facilitating divisional screening and referral processes.
- Collaboratively plan onboarding for S3 team members and general faculty
- Partner during the admissions process with the Admissions Officer, principals, and families.
- Using the TGA process, supervise S3 team members as assigned.
- Explain and interpret school- and division-wide program and instructional goals and objectives to teachers, parents, pupils, and the community.
- Perform related work as required.

KNOWLEDGE, SKILL AND ABILITIES

- Ability to collaboratively develop, implement, and lead initiatives that contribute to continuous school improvement.
- A deep understanding of foundational English language acquisition and pedagogy.
- Outstanding interpersonal skills and the ability to communicate effectively with students, families, and colleagues from diverse cultural, social, economic, and educational backgrounds.
- Strong organizational and time management skills.
- Deep understanding of student support services, MTSS and experience with supporting the implementation of intervention strategies.
- Experience with Universal Design for Learning (preferred).
- Demonstrates familiarity with AISV teaching and learning policies and procedures.
- Maintains and models high standards of professionalism.
- Demonstrates strong verbal and written communication skills with teachers, students, and parents.

PREFERRED QUALIFICATIONS EDUCATION AND/OR WORK EXPERIENCE REQUIREMENTS

- Master's Degree (preferred) in Special Education, Educational Leadership or related area.
- Master's Degree, Bachelor's Degree or extensive experience in special education
- Experience as a classroom teacher and teacher leader.
- Current Teaching Certification in School Leadership or Special Education (Mild/Moderate and/or Severe Licensure).

EMPLOYEE'S RESPONSIBILITIES

The **Lower School Assistant Principal and Student Support Services (S3) Coordinator** is held responsible to:

- Demonstrate behavior that is ethical, professional, and responsible.
- Present a positive role model for students that supports the mission of the school.
- Respect the confidentiality of information with regards to all members of the educational community.

- Respect and abide by all internal policies as outlined in the Employee Handbook and other School documents, and contract and all labor laws.
- Keep administration appropriately informed regarding the health and well-being of community members.

EMPLOYEE'S RIGHTS

The **Lower School Assistant Principal and Student Support Services (S3) Coordinator** has a right:

- To ask the school Administration for directions and explanations when needed.
- To expect the school to provide a quality working environment.
- Instructional objectives.
- A clear understanding of expectations regarding teaching and learning as established through AISV policies and Strategic Plan.

Read and acknowledged

Employee signature:

Date:

The American International School of Vilnius October, 2026

APPROVED BY AISV DIRECTOR

Agreed with the AISV Work Council