JOIN OUR TEAM | Student Support Services Director

JULY 2027

POSITION	Student Support Services Director
CLASSIFICATION	All School - Leadership
SUPERVISES	Student Support Services Instructional & Noninstructional Staff
CONTRACT	Initial two-year contract. Subsequent contracts are renewed annually.
SALARY	Competitive Salary with Excellent Benefits

STUDENT SAFEGUARDING: At ASB, the safety and well-being of our students are paramount. All staff are bound by the Code of Conduct and must complete a government-issued background check before beginning their role. All offers are contingent on references and background checks.

ABOUT ASB

The American School of Bombay (ASB) is a non-profit, fully accredited Pre-K–12 international school serving diplomatic and expatriate families in Mumbai, India. ASB offers the International Baccalaureate Primary Years and Diploma Programmes and provides a holistic educational experience that emphasizes inquiry, wellbeing, and student agency.

POSITION SUMMARY

The American School of Bombay seeks a Student Support Services Director to ensure every student has the support they need to learn, belong, and thrive. As a member of the School Leadership Team reporting to the Head of School, they work with the Divisional Principals to lead student support from Pre-K through Grade 12. They lead a multidisciplinary team of learning support and EAL teachers, counselors, and specialists, along with our Multi-Tiered System of Supports (MTSS), and serve as Designated Safeguarding Lead.

KEY RESPONSIBILITIES

- Set the direction, priorities, and standards for Student Support Services, and manage the program's goals, service models, staffing, budget, and evaluation.
- Establish consistent schoolwide processes for identifying, referring, assessing, supporting, and monitoring students with learning, language, behavioral, and social-emotional needs.
- Serve as Designated Safeguarding Lead, leading the Safeguarding Team and the student welfare response to crises.
- Use school data to anticipate risks and barriers, document procedures, and lead continuous improvement.
- Oversee caseloads, referrals, intervention plans, and service delivery, and lead multidisciplinary student support meetings and decisions.
- Collaborate with divisional leadership to build faculty capacity in inclusion, intervention, and MTSS.
- Guide teams in using data to select interventions, monitor progress, and decide next steps across tiers of support.
- Partner with families on student support plans.
- Recruit, supervise, develop, and appraise Student Support Services staff.

WE ARE LOOKING FOR

Our ideal candidate is a collaborative, student-centered leader who believes every learner deserves to be known, supported, and challenged. They lead with clarity, sound judgment, and discretion, apply culturally and linguistically responsive practices, and model professionalism, integrity, and ethical conduct. They are committed to program and staff excellence, continuous professional learning, and the life of the broader school community.

REQUIREMENTS

The minimum qualifications are:

- Master's degree or higher in School Psychology, Special Education, or a related field from an accredited or government-recognized institution.
- Recognized teaching certification or professional license in school psychology, special education, or a related field.
- At least five years of progressively responsible post-master's experience in student support services or a related field.
- At least three years leading student support programs at the division or school level, including goal setting, service design, staffing, budgeting, evaluation, and supervising or mentoring teachers.

We seek educators who:

- Experience maturing a student support services program and serving on a school leadership team.
- Experience developing and implementing MTSS or a similar tiered, evidence-based support model for a diverse learning community.
- Experience leading a multidisciplinary team serving students from early childhood through high school.
- Designated Safeguarding Lead training and demonstrated competence in child protection practice.
- Familiarity with the NASP Practice Model, the ISCA International Model.

WHY JOIN US?

- Join a mission-driven school community committed to student well-being, inquiry, and global citizenship.
- Grow professionally in a school with a strong culture of reflection, collaboration, and continuous improvement.
- Live and work in Mumbai, a vibrant and dynamic city, and experience the richness of Indian culture and a diverse international community.

APPLY NOW

Email your resume and cover letter as a single file to jobs@asbindia.org. Applications are reviewed on a rolling basis until the position is filled. Candidates with a partner should submit both applications in one email. Shortlisted candidates will be asked for references and may be invited to interview virtually or in person. Please let us know if you need any accommodations to participate fully in this process.

EQUAL EMPLOYMENT OPPORTUNITY: ASB will not discriminate in hiring, promotion, termination, compensation and other employment-related matters based on age, race, religion, socio-economic class, caste, national origin / ethnicity, marital status, sex, sexual orientation, physical appearance, and disability. This approach to equal employment is evidenced in all of the School's educational and employment policies, programs, and practices.

ASB employees receive a job description outlining their responsibilities, duties, and reporting lines. From time to time, employees may also be assigned responsibilities outside their defined role and are expected to approach these situations with flexibility, professionalism, and collaboration.

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