

# Chiang Rai International School

496 Moo 5, Rimkok Sub-District,

Muang District, Chiang Rai, 57100

Tel: +66(0) 53 600-900

Fax: +66(0) 53 600-200



**Mission:** Chiang Rai International School (CRIS) aims to provide the highest quality education in a compassionate, safe and nurturing Christian environment. At Chiang Rai International School we strive at all times to promote: **C**onfidence **R**esponsibility **I**ntegrity **S**incerity

**Vision:** Chiang Rai International School (CRIS) was established in 2010. Our goal is to develop the whole child, intellectually, emotionally and physically, providing a solid foundation through Christian education for their life that will enable them to contribute to the local and international community with confidence, responsibility, integrity and sincerity.

## Position: *Director of Student Services*

<b>Position:</b>	Director of Student Services	<b>Status:</b>	Full Time
<b>Department:</b>	Student Services	<b>Salary Range:</b>	Depends on Salary Scale placement
<b>Application Deadline:</b>	Until the Position is Filled	<b>Starting Date:</b>	July 14th 2025
<b>Reports to:</b>	Deputy Head of School	<b>Initial Contract:</b>	2 years

This position provides the opportunity of working at a WASC accredited international school, managing small class sizes, and teaching academically motivated students from diverse cultural backgrounds. CRIS provides a generous amount of planning time to allow teachers to prepare classes and monitor student progress. The successful candidate will be working collaboratively in a positive and supportive department with well-qualified professional colleagues.

### **Position Summary:**

The Director of Student Services is a key leadership role responsible for ensuring the delivery of comprehensive support services that enhance student success and well-being. This position oversees counseling, learning support, admissions, student life, and related services to create a nurturing, inclusive, and engaging environment that supports the academic, social, and emotional needs of all students.

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## Qualifications

- Master's degree in Education, Counseling, Educational Leadership, or a related field (required).
- Minimum of 5 years of experience in education or student services, with a demonstrated ability to lead and manage diverse teams.
- Experience working in an international school setting (preferred).
- Proven expertise in developing and implementing student support programs, including counseling, learning support, and wellness initiatives.

## Preferred Skills and Qualifications:

- Exceptional leadership and interpersonal skills, with the ability to foster positive relationships with students, staff, parents, and the school community.
- Strong knowledge of student development theories and best practices in educational support services.
- Experience in handling crisis situations and managing student behavioral concerns effectively.
- Excellent communication and organizational skills, with attention to detail and the ability to manage multiple projects.
- Proficiency in data analysis to track and enhance student support outcomes.
- Familiarity with international curricula (IB, Cambridge, or similar) and practices in culturally diverse environments.
- Experience with differentiating and accommodating to meet learning and language needs

## Major Job Responsibilities:

### *Leadership and Oversight*

- Lead, supervise, and evaluate the Student Services team, including counselors, learning support staff including the English Language development and special education programs
- Develop, implement, and oversee comprehensive programs for student well-being, including counseling, mental health, and learning support initiatives.
- Establish systems to ensure the effective transition of students entering and exiting the school.

### *Student Support*

- Collaborate with teachers, parents, and external professionals to provide individual and group support for students facing academic, social, or emotional challenges.

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- Ensure compliance with school policies and international best practices related to student well-being, safeguarding, and cultural competencies.
- Promote and facilitate programs that support positive student behavior, leadership, and community engagement.

## *Special Education and Section 504 Coordination*

- Oversee the development, implementation, and maintenance of Special Education programs
- Serve as the 504 Coordinator, managing the determination and development of Section 504 Service Agreements.
- Ensure proper training and resources for staff involved in Special Education and Section 504 plan implementation.
- Coordinate the evaluation and reevaluation processes for students requiring Special Education services or accommodations under Section 504.
- Maintain accurate records and documentation for all Special Education and Section 504 activities.

## *Policy and Program Development*

- Develop and maintain school policies related to student services, ensuring alignment with the school's mission and values.
- Identify trends in student needs and design proactive strategies to address them.
- Evaluate and improve existing programs and services to meet the evolving needs of the school community.

## *Collaboration and Communication*

- Serve as the primary liaison between students, parents, faculty, and external service providers on issues related to student services.
- Work closely with school leadership to align student support initiatives with academic and operational goals.
- Provide regular updates to the Head of School and school board on student services activities and outcomes.

## *Admissions Support*

- Collaborate with the admissions team to ensure a smooth and supportive process for new families and students.
- Participate in decisions regarding student admissions, ensuring that the school's resources align with prospective students' needs.

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## *Professional Development*

- Organize and lead training sessions for staff on issues related to student mental health, learning support, and behavior management.
- Stay informed of current trends and best practices in student services through professional development and networking opportunities.

This position is vital to ensuring a supportive and inclusive environment that aligns with the school's mission to empower students to achieve academic excellence and personal growth. The Director of Student Services will be instrumental in fostering a culture of care, respect, and collaboration within the school community.