



Tokyo West International School is searching for a “vice principal” for the start of the school year 2023-2024. This candidate will serve as vice president to report to the owners.

### **School Leadership:**

- Enhances the school as a professional learning community.
- Employs a supportive and shared leadership philosophy.
- Develops shared values and vision.
- Develops a comprehensive school plan and demonstrates evidence of implementation and monitoring.
- Assist the headmistress in assigning teachers with special duties.
- Meet with teachers, students, and parents as needed.
- Assist the Headmistress in conducting interviews for applicants.
- Work with a special agency.
- Assist in supervising the coordinators and staff.
- Assist Headmistress in reviewing new textbooks.
- Arranging in-service workshops with coordinators.
- Portray an effective role model for staff, students, parents/guardians, and community members.
- Be knowledgeable of new educational trends.
- Assist the Headmistress in conducting the coordinators’ and teachers’ evaluations.
- Demonstrate global planning skills.
- Confer with the Haedmitsress on decisions concerning attendance and discipline problems.
- Prepare and proofread all repair cards and incident reports.
- Demonstrate can-do attitudes.

### **Positive & Safe School Cultures:**

- Maintains a well-disciplined environment and deals effectively with student discipline issues

- Takes appropriate measures to ensure that the school facility and grounds are well-maintained to promote the health, safety, and well-being of students, staff, and the public.
- Provides for the recognition/celebration of students and staff to inspire continuous growth
- Resolves concerns and conflicts
- Fosters an atmosphere of trust and collaboration
- Fosters positive staff morale
- Promotes opportunities for students to participate in activities beyond the classroom
- Accessible and approachable easily to students, staff, and the community

### **Student Learning – Achievement and Engagement:**

- Demonstrates planning and goal setting to promote student achievement
- Analyze a wide range of student achievement data to make instructional leadership decisions
- Ensures appropriate and timely reporting of student achievement to students, parents, teachers, and divisional administration
- Ensures appropriate and timely reporting of student achievement to students, parents, teachers, and divisional administration
- Ensures appropriate teaching of curriculum and programs for all students
- Ensures appropriate use of student services and community support services as needed
- Ensures appropriate integration of technology
- Collaboratively establishes a culture that welcomes families and seeks ways to engage them in student learning.

### **Professionalism:**

- Conducts oneself with integrity
- Maintains emotional self-control
- Demonstrates sensitivity to diversity in the school community
- Is meaningfully engaged in personal and professional development and stays current with educational research and practices
- Maintains a personal, professional growth plan
- Forms professional relationships with colleagues

- Participates in school and division projects and activities
- Cooperates with senior administrators

### **Communication:**

- Works effectively with parent council
- Promotes two-way communication with students, staff, parents, and community
- Ensures communication from the division office is shared with students, staff, parents, and the community as requested
- Promotes public education, implements provincial, divisional, and school policies, and articulates them effectively to all members of the learning community

### **Qualification**

Teaching experience/ administration experience total at least 10 years

Experienced in IB PYP school for at least 5 years

Being international environment for 3 years

We are flexible for the people who are willing to be a leaser for the first time as well.

### **Salary and Compensation**

Will be discussed during the interview.

Support the government Health and Pension insurance

Working hours 8:30-5:30

One overnight school trip a year

If you are interested, please contact recruit TWIS <recruit@tokyowest.jp>