

PYP Coordinator

Hello from Tokyo West International School. We are an International Baccalaureate accredited school. We are looking for a leadership team member for April 2023.

This role is manager position.

To apply, you **MUST** have leadership experience and a strong work ethic.

If you like to join the building of a new school, please contact us, recruit@tokyowest.jp with cover letter and resume.

Duties:

1. Provides effective leadership in planning, developing, implementing, and evaluating the instructional program.
2. Conducts collaborative meetings with teachers and staff
3. Administers total school facility, climate, and discipline of the school
4. Coordinates the school's faculty, staff, and students.
5. Interprets and enforces laws and local board policies.
6. Interviews and recommends hiring new classified staff.
7. Assists in securing, maintaining, and managing material resources.
8. Prepares and administers the school budget and supervises school finances.
9. Assumes responsibility for scheduling.
10. Ensures appropriate placement and services for students.
11. Demonstrates proficiency in written and oral communication.
12. Provides professional learning opportunities for staff.
13. Communicates and clarifies the school's mission to students, staff, and the community.
14. Provides a safe, orderly environment that facilitates teaching and learning.
15. Fosters a positive climate of high expectations for staff, students, other administrators, and the board.
16. Supervises, observes, and evaluates teachers and staff.
17. Implements personal, professional learning plans and demonstrates professional ethics.
18. Maintains proper certification by attending college, workshops, and/or professional development courses.
19. Demonstrates professionalism and ethics, working cooperatively with the Director, Board, other administrators, certificated and non-certificated personnel, parents, and students.
20. Execute IB accreditation, ,and other membership status.
21. Conduct new parent interviews
22. Rlding the school bus as a bus attendant
23. Performs other assigned duties as requested by the headmistress.
24. Act as a main substitute teacher when teachers are absent

Work Details:

- Working days:Monday to Friday and once or twice a year weekends
- Working time : 8:30-4:30

- Holidays: Japanese national holidays and school holidays that are determined by the school at the beginning of the academic year.

Benefits

- Visa Support
- Relocation support
- Discount on school lunch
- Professional Development

Salary

- Starting salary : negotiable
- Additional income can be earned from seasonal schools and after-school clubs.

About the location

Hachioji is the perfect blend of city and nature where central Tokyo is minutes away with the beauty of Takao mountain and Asakawa river in your backyard (in the city). You will find that the cost of daily living, restaurants, and transportation is comparable to what you would find in central Tokyo but at a much more reasonable price. A great place to live and work.