

Deputy Head of School

Reports to: Head of School

Duties:

- Provides effective leadership in planning, developing, implementing, and evaluating the instructional program.
- Administers total school facility, climate, and discipline of the school.
- Coordinates the faculty, staff, and students at assigned school.
- Interprets and enforces laws and local board policies.
- Interviews and recommends to the Director the school's certified and classified staff.
- Assists in securing, maintaining, and managing material resources.
- Prepares and administers the school budget and supervises school finances.
- Assumes responsibility for scheduling.
- Ensures appropriate placement and services for students.
- Demonstrates proficiency in written and oral communication.
- Provides professional learning opportunities for staff.
- Communicates and clarifies the school's mission to students, staff, and community.
- Provides a safe, orderly environment that facilitates teaching and learning.
- Fosters a positive climate of high expectations for staff, students, other administrators, and the board.
- Supervises, observes, and evaluates teachers and staff.
- Implements personal professional learning plans and demonstrates professional ethics.
- Maintains proper certification by attending college, workshops and/or professional development courses.
- Demonstrates a high degree of professionalism and ethics, working cooperatively with the Director, Board, other administrators, certificated and non-certificated personnel, parents, and students.
- Performs other assigned duties as requested by the Director
- Teach one course.
- Chaperone for overnight trip

Experience and Educational Requirements:

- Minimum BA degree or higher
- More than five years of experience in the education field
- Excellent interpersonal, problem solving and conflict resolution skills
- IB PYP experience
- Experience in administration and management is a plus but not must.

Benefits

- Visa Support
- Relocation support
- Social Insurance/Pension Support
- Competitive Salary
- Vacations: Summer, Spring, and winter about 2 weeks each

We welcome your resume; recruit@tokyowest.jp