

OSAKA INTERNATIONAL SCHOOL (OIS)

Japan

seeks an

Elementary School Principal

combined with PYP coordinator

effective January 2013

the school will consider keeping the position open until August 2013 should the outstanding candidate only be available from this time

The school

The OIS mission is to develop informed, caring, creative individuals who contribute to a global community. It is the goal of OIS to prepare students for their future in a global community and to graduate lifelong learners who are ethical, competent, culturally aware and self-reliant. We expect our graduates to possess sufficient skills to enrich their lives and the lives of others.

OIS was founded 20 years ago and is situated in the northern suburbs of Osaka in an excellent, purpose built facility. The school is supervised by a non-profit foundation. OIS is a unique educational institution in Japan and possibly in the world. It shares the school campus with a private Japanese middle and high school with the aim to be deeply involved in the relationship between the culture of Japan and the surrounding cultures of Asia and the rest of the world. The schools represent a common ground between Japanese and non-Japanese ideas, practices, beliefs and traditions. Therefore one of the school's goals is to demonstrate new ideas, techniques, practices and systems to other schools in Japan and around the world. The school is at a particularly exciting stage in its history with its recent merger with a larger educational foundation.

The school currently has an enrollment of 257, representing over 30 nationalities, with over 40 dedicated faculty and administration. The elementary school enrollment is currently 110. OIS is an IB World School offering the PYP, MYP and Diploma programmes, and is accredited by the Western Association of Schools and Colleges (WASC). OIS enjoys a strong reputation for its academic programme, and with its unique relationship with its sister school, offers outstanding music, sports and visual arts extra-curricular programs.

More information and details regarding OIS can be found at www.senri.ed.jp.

The position

The elementary school principal/PYP coordinator position is an integral part of the management team and in particular works closely with the head of school, MYP and Diploma coordinators, the middle and high school principal, the SIS admin team and counselor. This new position will be pivotal to the development of the elementary school. It encompasses kindergarten to grade 5, with responsibility for the development of the elementary school Programme of Inquiry and support for faculty professional development.

Post criteria

Required

- Willingness to embrace, articulate and model our mission, vision, and the learner profile
- A masters degree in education administration or equivalent
- Outstanding educational administrative experience
- Outstanding PYP coordinator experience
- Previous successful teaching experience at the elementary school level in the PYP programme
- Commitment to inquiry learning through the PYP, and an understanding of the IB K – 12 continuum
- Experience in supervision of curriculum, instruction and faculty professional development

- The leadership and supervisory skills that promote quality teaching and learning in a positive school climate
- Strong communication and listening skills, and ability to work collaboratively with the whole school community
- Strong support of the school's extracurricular activities
- Excellent community builder who engenders trust in his or her leadership
- A broad understanding of, and commitment to the development of technology in supporting contemporary education

Reporting relationship

The elementary school principal reports to the head of school. He or she oversees the day-to-day operations of the elementary school division, delegating responsibilities accordingly.

Specific responsibilities include the following

With students and parents

- To provide an orderly and supportive school climate
- To be aware of the educational, physical, social, and psychological needs of the members of our school community and to develop plans for meeting these needs
- To provide for the academic guidance of students
- To assist in maintaining complete academic records on all students
- To be responsible for maintaining and interpreting the guidelines for proper student conduct as a part of the school's goals and mission
- To assist in the admission process for the interviewing and evaluating of applicants for enrollment
- To establish and maintain positive and proactive relations with the parent body through good written and verbal communication

With elementary school faculty

- To act as the educational leader of the elementary school
- To oversee the continued development of the International Baccalaureate Organization's Primary Years Programme (PYP)
- To observe, supervise, and help evaluate the faculty
- To lead the faculty in the articulation of the school mission, school and department goals, course objectives, methods and means of assessment
- To coordinate and collaborate with the MYP/IB coordinators, supervisors of student organizations and faculty committees
- To ensure that teachers are familiar with and adhere to school policies in all areas of the school operation
- To establish programmes for the orientation of new faculty
- To promote a collaborative, creative and cooperative working environment
- To conduct regular meetings with faculty which will deal both with routine school matters and with the stimulating exchange of ideas on issues of educational and philosophical interest and concern
- To serve as a consultant to faculty in matters of classroom management, teaching methods, and general school procedures

With administration and foundation

- To maintain consistency between the school's mission statement and all activities of the elementary school
- To collaborate with the head of school regarding the assignment of faculty
- To work within a collaborative K-12 setting and with the admin team in SIS

General

- To be open minded about the perspectives, values and traditions that occur because of the unique nature of the school and the relationship with our sister school, Senri International School (SIS)
- To function as the chief articulator of the elementary school programmes, expectations, behavioural guidelines, and other information necessary to ensure that all constituencies are fully informed
- To ensure compliance with requirements of those agencies that authorize and accredit the school
- To assist in maintaining a comprehensive calendar of school events and to keep the entire school community informed of various school programmes and activities
- To be a visible presence in all areas of the school
- To perform other duties as assigned by the head of school
- To support the school and its leadership.

Salaries and benefits

- Highly competitive salary
- Annual home leave
- Children's education provision
- Overseas living allowance
- Medical and dental insurance
- Retirement supplement
- Relocation flight, shipping allowance

Applications

Please apply online through the school's website www.senri.ed.jp including an attachment comprising: a **letter of application** which addresses the specific post criteria above; a 1 page **statement of philosophy of education**; and a **resume** that includes the names, email addresses and contact telephone numbers of three referees, including most recent supervisors.

Timeline

- Closing date for applications is 5 October, 2012
- Short-listed candidates will be contacted by 10 October, 2012
- On-campus interviews for short-listed candidates will be held during the week of 29th October 2012
- Applicants are encouraged to apply as early as possible. In the event that an outstanding applicant is identified early in the search process, the search committee reserves the right to make an appointment before the dates mentioned above and to bring the search to a close.