

# Fukuoka International School Fukuoka, Japan

*Seeks an*  
outstanding educator as FIS's next  
**Secondary School Principal**  
*Beginning August 2018*

## ***The School and the City***

Fukuoka International School (FIS) is a private, coeducational day school offering the internationally recognized Diploma Program to all grade 11 and 12 students as well as providing students with a FIS high school diploma. FIS offers classes from PK-grade 12. The school was founded in 1972 with a high school program added in 1990. The school year is divided into two semesters for Secondary and three trimesters for Elementary extending approximately from August 25 to June 20. There are 180 "teaching and learning days" in the school year.

Fukuoka City is the biggest city in Kyushu with a population of 1.5 million, located in the heart of the Fukuoka Plain in the northern part of Kyushu. The city is bordered on three sides by mountains and an opening into the Sea of Genkai to the north. The climate is comparatively mild with an average annual temperature of about 17°C. Fukuoka was recently ranked the 7th most livable city in the world by Monocle, an international lifestyle magazine based in London.



## ***Organization and Accreditation***

The School is governed by a Board of Directors and Board of Trustees, comprised of business

leaders, representation from multiple consulates, and parents of students, in compliance with Japanese law. FIS is accredited by the Japanese Ministry of Education as a School Juridical Body, "Gakko Hojin." It is also accredited by the Western Association of Schools and Colleges (WASC). FIS is authorized as an International Baccalaureate Diploma Program (IBDP) and Primary Years Program (IBPYP) school. The School is also a member of the Japanese Council of International Schools (JCIS) and the East Asia Regional Council of Schools (EARCOS).



## ***Faculty and Student Body***

FIS has 34 full-time teachers, inclusive of the Head of School and four part-time teachers. In addition, FIS has 5 teacher aides. There are 11 different nationalities represented on the teaching staff, not including the teacher aides. Our enrollment as of September 1st, 2017 was 245, with 111 students in the secondary school and 134 in the elementary school. For the last five years, on a year to year basis FIS student enrollment numbers have been steadily growing.



## ***Guiding Statements***

### ***Mission Statement***

The mission of Fukuoka International School is to create a dynamic learning environment in which students can be educated to high international academic standards. We strive to be a model of unity in diversity in which the individual is respected and each student is challenged at his/her own level.

We believe this can be best accomplished by:

- Nurturing a spirit of inquiry and self-motivation in learning.
- Developing students' analytical, critical and creative thinking ability.
- Teaching skills required for life in the future.
- Cultivating a strong sense of self worth and respect for others.

### ***Vision Statement***

"Inspirational high quality education for the future globally minded citizen"

## **Expected Schoolwide Learning Results (ESLR's)**

### ***Communication***

FIS students will exchange, understand and articulate ideas clearly, creatively and effectively by:

- Using appropriate language to express themselves orally in formal and informal situations.
- Applying appropriate techniques to communicate in writing.
- Presenting ideas using a variety of media.
- Striving for proficiency in English.

### ***Curiosity***

FIS students will demonstrate self-motivation in learning by:

- Setting and adhering to challenging educational and personal goals.
- Raising meaningful questions that extend learning.
- Initiating and committing to projects that demonstrate individual creativity and appropriate risk taking.
- Seeking and reflecting on information from a variety of sources.



### ***Critical Thinking***

FIS students will apply knowledge and skills by:

- Evaluating ideas from multiple perspectives.
- Selecting and applying appropriate problem-solving strategies.
- Connecting learning across the disciplines and to the world outside the classroom.
- Positively contributing to global and community matters.

### **Character**

FIS students will exhibit awareness of self and others by:

- Valuing physical, social, and emotional health.
- Taking responsibility for their own actions, supporting others and making responsible decisions.
- Recognizing personal strengths and developing areas in need of improvement.
- Demonstrating courage and integrity in all aspects of their lives.

### **Community**

FIS students will contribute positively to society by:

- Showing respect for the perspectives of other individuals and cultures.
- Working collaboratively towards common goals.
- Engaging in acts of charity and community service to benefit others.
- Honoring the role of family



### **Responsibilities of Secondary School Principal**

The Secondary Principal is a key member of the FIS leadership team, responsible for all day-to-day operations of the secondary school (Grades 6-12), reporting to the Head of School.

An ideal candidate will:

- Articulate and model the FIS Guiding Statements
- Manage all aspects of the secondary school in accordance with the policies and guidelines established by the Board of Governors
- Provide leadership and vision for the long-term benefit of the student population
- Appoint, guide and support departments
- Lead staff meetings
- Foster student leadership and provide an avenue for student voice
- Implement and monitor consistent assessment, grading and reporting practices
- Support and lead the IB (Diploma Programme) by supervising the work of the IB DP Coordinator and advocating for the continued growth of the DP
- Provide instructional leadership, team building, supervision and evaluation of teachers
- Ensure that teaching inspires and motivates students to attain standards of excellence in academic and extra-curricular activities
- Work collaboratively with the staff to develop and implement a cohesive curricular plan for the secondary division which aligns with the secondary program
- Supports grade level transitions (PYP to G6-10, G6-10 to DP).
- Work with teachers to implement the ISA assessments and to use data to inform instruction at individual, classroom and school levels.
- Work with the Counselor to provide guidance and care, as well as college counseling for secondary children and families.
- Work closely with the Elementary Principal to ensure the continuity of programs throughout the

school.

- Contribute to maintaining FIS's accreditation status with WASC and the IBO.
- Promote student self-control and self-discipline in order to maintain a safe school environment for all students.
- Recommend and implement effective disciplinary policies and procedures.
- Maintain a positive climate in the school, and create a common commitment to excellence.
- Assist the Head of School in recruiting highly qualified faculty and staff.
- Teach some classes in order to stay connected to the student body

### ***Preferred Qualifications as Created by the FIS Faculty***

- Demonstrated ability to pursue and foster educational excellence in alignment with FIS's mission statement
- Experience with Grades 6-10 curriculum development
- Knowledge of and experience with the IB programmes
- Experience with student support services and English Language Learners
- Has led internal and external professional development
- Track record of collaboration with the Elementary School (Principal, staff, students and parents)
- Experience with WASC Accreditation or other accrediting body
- Previous successful teaching and leadership experience in an international school setting
- Appropriate graduate degree and educational leadership credentials
- Long term interest with a minimum three-year commitment

### ***Personal Qualities as Created by the FIS Faculty***

- A visionary leader who inspires and leads by example in a fair manner
- Student centered and has the ability and desire to create more opportunities for and with the student body
- Experience with leading change within a diverse, small school setting
- Excellent verbal and written communication skills
- Advocate for a balanced student
- Appreciative of cultural diversity (including that of Japan) and demonstrated cultural sensitivity
- Ability to maintain and enhance relationships with members of the diverse school community
- Visible, approachable, caring, supportive and flexible
- A demonstrated interest in service learning programs and education beyond the classroom
- Ability to address challenges with confidence and consistency
- Strong team leadership to achieve growth and bring positive change



### **Salary and Benefits**

The salary and benefits are competitive and will depend on the qualifications and experiences of the successful candidate. Benefits include housing allowance, health insurance, pension, home leave, transportation at the beginning and end of contract, shipping and retirement allowance, professional development including Japanese language training and tuition and fee allowances for dependent children.

## **Procedure for Filing Application**

The deadline for applications is **October 15, 2017**. Candidates should note, however, that in the event an outstanding applicant is identified early in the search process, FIS reserves the right to make an appointment before the deadline. For this reason, it is very important that interested candidates apply as soon as possible. The review of files will begin as soon as applications are received. Skype video interviews of candidates will take place on a rolling basis and might be scheduled for selected candidates soon after their applications are received by the Search Committee. Site visits of finalist candidates may take place in late October or early November 2017. The new Secondary Principal will be selected immediately after the interviews of the finalist candidates have been completed.

Candidates should send the information listed below as a single pdf file attached to an email:

- Letter of application, explaining your strengths as a candidate and why you are interested in the Fukuoka International Secondary School Principal position.
- Current résumé not to exceed two pages, addressing the desired professional qualifications as well as the desired personal qualities.
- One or two-page statement outlining educational philosophy and leadership style.
- One-page list of references with current phone numbers and email addresses.

Total document size should be kept to less than five (5) MB if possible.

Please email the application to [fis.search\\_committee@fis.ed.jp](mailto:fis.search_committee@fis.ed.jp)

Thank you

FIS Search Committee