

Elementary School

Associate Principal

Start Date: Mid-July 2027

Fostering a community of inquisitive learners and independent thinkers, inspired to be their best selves, empowered to make a difference.

Since our founding in 1902, The American School in Japan (ASIJ) has prepared generations of students for their future, adapting to the unique challenges of each era. Building on that over 120-year legacy of excellence, we've laid out a bold vision for our school that puts the competencies we know our students need to thrive in the world at the heart of our approach. We're excited to imagine all the ways we can continue to evolve as we work on making our vision a reality.

ASIJ seeks a passionate, innovative Associate Principal to join our Elementary School leadership team. Working alongside the Principal, they will help lead and inspire our faculty, strengthen teaching and learning, support students through the use of restorative practices, and turn our vision for education into meaningful practice.

ASIJ's commitment to Know, Value, and Care (KVC) is the foundation of everything we do. We believe every student should be known, not just as a learner but as a person. Our educators strive to understand each student's motivations, strengths, and challenges. Every student is valued for what makes them unique, and we welcome each student's voice. Finally, we seek educators and leaders who provide exceptional care and create inclusive, equitable learning environments where students feel a profound sense of belonging.

Our educators design learning experiences that empower students and foster their agency through inquiry, problem-solving, and exploration. We emphasize the learning process, creating an environment where students are encouraged to take risks, reflect, and grow. The Associate Principal plays an important role in supporting and challenging educators to continually strengthen this work.

ASIJ values leaders who contribute beyond their formal role and actively engage in our wider school community, including athletics, performing arts, clubs, and travel. We believe many of students' most unforgettable experiences come from these opportunities, where educators share their passion, expertise, and energy.

We want our students to be open to different cultures, backgrounds, and perspectives and to understand the importance of inclusion and equity. Therefore, ASIJ welcomes applicants from all backgrounds, including those traditionally underrepresented in the international school community. We seek candidates who will bring diverse perspectives and experiences that enrich the learning and growth of our students.

We invite you to apply if you are a collaborative and forward-thinking educational leader who is passionate about innovation, student-centered learning, developing others, and preparing students to thrive in an ever-changing world.



What Is ASIJ Looking For In A Leader?

ASIJ recruits experienced child-centered educators with values, dispositions, and skills aligning with our strategic vision for the future.

We invite serious candidates to explore the following to see if ASIJ is the right fit for them.

[Teaching & Learning at ASIJ](#)

[Strategic Design Framework \(SDF\)](#)

[Portrait of a Learner](#)

ASIJ's professional standards framework for [TEACHERS](#)

What other responsibilities will our ES Associate Principal have?

In addition to serving the Elementary School leadership team, our new Associate Principal will also serve on ASIJ's Learning Leadership Team (LLT), which consists of the Deputy Head of School; the ES, MS, and HS principals and other associate principals; the Director of ASIJ's Early Learning Center; the Director of Student Support; the Director of Co-Curricular Learning and the Teaching & Learning Coordinators. The ES Associate Principal's role includes:

Learning / Instructional Leadership

- Model a learner's mindset by learning, unlearning, and relearning in response to the evolving needs of students and schools
- Partner with the ES Principal and Teaching and Learning Coordinators to co-design and implement divisional strategy
- Support ASIJ's continued development of Deep Learning and Portrait of a Learner competencies throughout the elementary school
- Supervise, evaluate, and provide actionable feedback to ES teachers and staff through ASIJ's Professional Growth & Excellence systems
- Coach teachers in effective pedagogy, inclusive practices, learning environments, and learning partnerships
- Support the design of engaging, interdisciplinary learning experiences that promote student voice, agency, curiosity, and authentic application of learning
- Lead and coordinate professional learning

Management of Systems

- Support the development and implementation of effective elementary schedules, routines, and systems that maximize student learning and well-being
- Oversee and support assessment and reporting systems and practices
- Help coordinate substitute arrangements, faculty duties, field trips, special events, and safety procedures
- Work collaboratively with teachers, counselors, Student Support, and families to develop systems that effectively support the diverse needs of elementary learners
- Support schoolwide and divisional procedures that create a safe, predictable, and welcoming learning environment for all students

Know-Value-Care and Social-Emotional Learning

- Help build a strong sense of belonging so that every student feels known, valued, cared for, and able to influence their school experience
- Support proactive and restorative approaches to student behavior that help children develop empathy, responsibility, self-regulation, and integrity
- Work directly with students, teachers, and families when behavioral or social-emotional concerns arise
- Serve as a key member of the ES Student Support Team
- Strengthen systems and practices that promote inclusion, student well-being, and a physically and emotionally safe learning environment

Salary & Benefits

Salary is highly competitive, placed on ASIJ's leadership scale.

More detailed information can be found in the employment pages of the ASIJ website.

[Employment - Join the Faculty & Staff at Tokyo's Leading International School](#)

Student Life & Belonging

- Support community-building experiences such as divisional gatherings, Mustang Groups, celebrations, service learning, and student-led events
- Be highly visible and actively engaged with students during arrival, recess, lunch, dismissal, performances, field trips, and other community events
- Support teachers in creating classroom communities where every child experiences belonging and connection
- Celebrate student learning, growth, character, and contributions to the community
- Help ensure that student experiences beyond the classroom contribute to ASIJ's broader goals for learning, belonging, and the Portrait of a Learner competencies

Communications & Community Partnerships

- Communicate exceptionally well with students, families, faculty, and staff
- Build trusting relationships with families and partner with them to support their children's learning and well-being
- Co-design and facilitate ES and ASIJ parent engagement opportunities
- Communicate clearly and empathetically with families when student learning, behavior, safety, or well-being concerns arise
- Participate actively in schoolwide parent and community events

Other duties as assigned

- Assist in the process of further improvement of programs across the elementary school

Qualifications & Experience

- 1. University degree (required)** — Post-secondary degree in Educational Leadership, Educational Administration, or a relevant field.
- 2. License & Certification (preferred)** — Ideally, applicants will have an active teaching license from a state, province, or governmental authority and/or certification covering the position
- 3. Leadership experience (preferred)** — Preferably, 1-2 years of successful leadership experience in an elementary school setting within an international or independent school environment, with experience including:
 - proven expertise in innovative curriculum and instructional leadership aligned with modern educational research, with a sophisticated understanding of progressive pedagogies that align with a competency-based model of learning (similar to ASIJ's Portrait of a Learner);
 - experience using restorative approaches to student behavior that help children develop empathy, responsibility, self-regulation, and integrity;
 - demonstrated commitment to advancing Diversity, Equity, and Inclusion in an educational setting;

- exceptional interpersonal, intercultural, and communication skills, with a proven ability to lead and motivate a diverse community;
- leads with integrity and empathy;
- models ASIJ's commitment to know, value and care for all in the community;
- appreciates and commits to understanding and facilitating the implementation of ASIJ's Vision 2030;
- experience with the Google Workspace for Education (Drive, Docs, Meet, Calendar, etc) and experience using a Student Information System (such as Veracross or Powerschool) to run queries, design schedules, and analyze student data.

Application Process

Faculty and Leadership vacancies are posted with Search Associates and our website. If you have a profile with Search, we ask that you only apply through the Search platform. If you do not have a Search profile, please complete the [ASIJ Candidate Application Form](#)

The final date for applications is November 13th, 2026.

Once positions are posted, ASIJ continually reviews applications and interviews candidates. We reserve the right to make appointments when we feel we have identified the right candidate for any position.

Please note, we do not accept open expressions of interest for teaching areas where there is not a posted vacancy.

ASIJ's policies provide for robust prevention and response protocols around safe hiring, reflecting our commitment to the safeguarding of all students. All faculty and staff must undergo a thorough background check before employment.