

YOKOHAMA INTERNATIONAL SCHOOL
EST. 1924
YIS
JAPAN

LIVE
LEARN
LEAD

ELEMENTARY PRINCIPAL

POSITION PROFILE | 2027–28

EFFECTIVE: AUGUST 1, 2027



INTRODUCTION

We are looking for an inspiring and student-centered pedagogical leader to join our School Leadership Team as the Elementary Principal for the 2027/28 school year. Working in partnership with our Elementary Vice Principal and wider Elementary team, this position requires a learning leader who is deeply committed to student learning and wellbeing within our holistic, inquiry-based environment. We believe YIS is a unique place to lead, and we are seeking the right person to join our School Leadership Team.

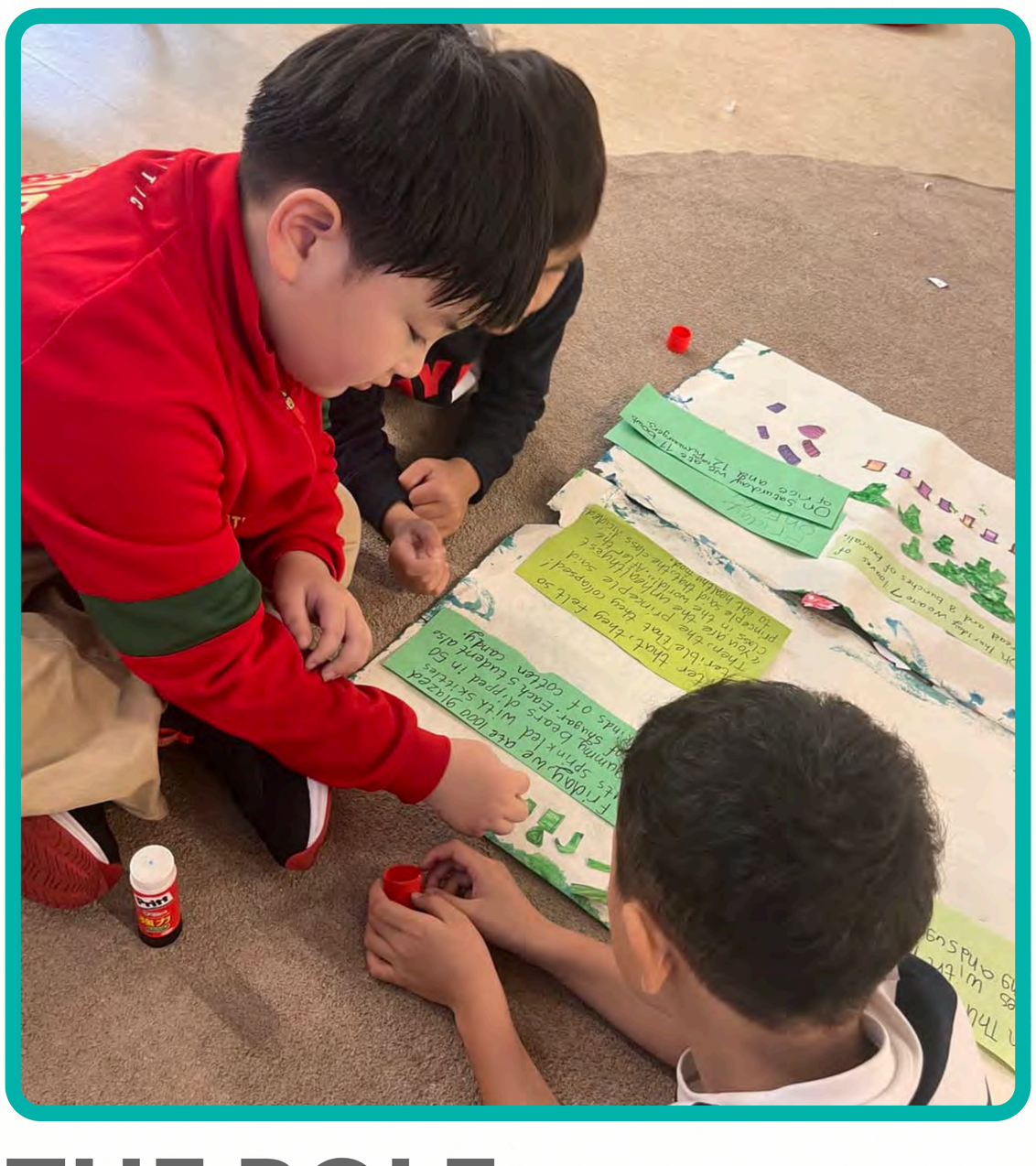
THE SCHOOL

At Yokohama International School, everything we do is grounded in our belief that each learner brings a unique set of strengths, perspectives, and possibilities. By placing the student at the heart of every decision and every interaction, we ensure that learning engages the whole person—intellectually, socially, and emotionally—and leads to meaningful growth and transformation. This is at the heart of our Live, Learn, Lead mission.

Yokohama International School is the second oldest international school in the world, with a proud history that dates back to 1924. With educational programs from Early Learning to Grade 12, we are an IB continuum school with a focus on innovation in teaching and learning. Our community spirit is strong. It is built upon trust and an appreciation of our diversity and commitment to supporting each other to lead fulfilling lives professionally and personally.

Our 14,685-square-meter campus was purposefully designed so every space is a learning space. Flexible environments, communal hubs, and state-of-the-art facilities are thoughtfully arranged for exploration, collaboration, and a shared sense of community. Honoring our host country's aesthetics and global values, the campus features unique details that blend Japanese design elements with the specific needs of our learning program while keeping sustainability in mind to ensure students feel welcomed and inspired. By removing barriers between spaces, we affirm our belief that growth can happen anywhere students gather, reflect, and learn together.

Please learn more about us by taking a look at **our website**, which offers all the information you need to find out who we are and what is important to us. You may also wish to look at our **Impact Strategy**, which will give you insight into areas of focus and development in our school.



THE ROLE

The Elementary Principal serves as the primary educational leader for the Elementary School, nurturing a positive, trusting, and vibrant school culture where student wellbeing and learning remain at the center of every decision.

Working in close partnership with the Elementary Vice Principal, the Director of Learning, the Head of School, and the wider Elementary team, you will support implementation and continued development of our inquiry-based, conceptually-driven learning program. Building teacher capacity and collective efficacy, you will cultivate high-performing teams, support leadership skills in others, and lead professional growth.

The Elementary Principal creates positive school-family partnerships, maintaining strong, transparent relationships with parents and the broader community through connection and communication. Students are also viewed as partners in both the learning and school development process.

Using a systems-thinking and relational approach to change, you will encourage the strategic use of data to ground collaborative decision-making, ensuring alignment of the school's mission, vision, and values with pedagogical practices while promoting innovations to meet the evolving needs of all students in our care. Key responsibilities include:

- **Leading Student-Centered Learning:** Ensure that student wellbeing and learning are at the center of all decisions, aligning with the school's Guiding Statements.

- **Guiding Programmatic Directions:** Lead the inquiry-based learning program and integrate the Reggio Emilia philosophy in collaboration with the Vice Principal, Head of School, and Director of Learning.

- **Fostering Professional Practice:** Maintain high standards of teaching and learning through classroom visits, professional dialogue, and mentoring.

- **Supporting an Inclusive Culture:** Build a joyful, playful, and inclusive school climate. Promote whole-school articulation and smooth transition procedures for students moving between Early Learning Center (ELC), Elementary School, and Middle School.

- **Building Community Engagement:** Serve as an approachable leader, maintaining strong relationships with parents and ensuring clear communication.

- **Managing Elementary Operations:** Oversee recruitment, staffing, admissions, budgeting and scheduling within the Elementary School.

THE PERSON

Beyond qualifications, we are looking for a person who can not only successfully lead our learning community, but who will add capacity to our team and help us in bringing continual improvement to our school, our programmes and ourselves. This person will:

- Have the ability to lead through coaching, mentoring, and leading by example.
- Have the ability to form positive relationships with students, parents and staff.
- Have the ability to work with ES students as partners in school development.
- Foster psychological safety, high trust, and a collaborative environment where teachers feel professionally challenged and valued.
- Toggle between strategic and operational modes of thinking to produce meaningful, sustainable change.
- Be a strong, proactive communicator and storyteller of learning with the ES community.
- Demonstrate self-awareness of their own cultural identity, values, biases, and communication style, leading with empathy and non-judgement.
- Show an active interest in exploring the future of learning by engaging with research and networking beyond the school.
- Bring a sense of curiosity, joy and humor to their work.

Read the Job Description for this role **here**.

A Note to Applicants: This position encompasses a broad range of leadership skills, yet we understand that candidates may not possess deep expertise in every area of the job description. We strongly encourage interested and philosophically aligned individuals to submit their application.



LIVING IN JAPAN

Living and working in Japan offers an exceptional quality of life for international educators and their families, combining rich cultural tradition with world-class modern infrastructure.

- **Quality of Medical Care:** Japan features a world-renowned universal healthcare system that provides high-quality medical services and open access to clinics and specialists. The government regulates standard medical pricing through a national fee schedule, keeping out-of-pocket costs predictable and low compared to many other countries.

- **Cost of Living & Safety:** Yokohama provides a high standard of living, excellent public transport networks, and unparalleled personal safety. Compared to major cities like New York, Singapore, Hong Kong, or London, the cost of living, including dining, entertainment, and daily services, is significantly more affordable.

- **Democratic Structures & Stability:** Japan is one of the world's most stable, mature constitutional democracies, guided by a robust legal framework that guarantees fundamental rights, equality under the law, and social welfare. This stable governance fosters a welcoming and secure environment for residents.

- **Culture & Diversity Experiences:** Japan has a rich cultural heritage, alongside a wide range of natural landscapes. From winter sports in Hokkaido to tropical scuba diving in Okinawa to experiences both traditional and modern, Japan has diverse experiences on offer for its inhabitants. Whether enjoying outdoor adventure, traditional craftsmanship, or cultural events, living in Japan provides endless opportunities for exploration.



APPLICATION PROCESS

All applications must be received by **November 17, 2026.**

To apply, please click on the "Apply Now" button on our employment page on the website, which will take you to our recruitment portal. Beyond answering the required questions, you will need to prepare a cover letter, CV of no more than two pages, and provide contact details for at least three professional references.

The school reserves the right to review applications and appoint a candidate prior to the application deadline should a suitable applicant be identified. We encourage all interested applicants to apply in good time.

Thank you for your interest in YIS!

YIS.AC.JP

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