



## FUKUOKA INTERNATIONAL SCHOOL

INCLUDE • EMPOWER • IMPACT

Last revised November 2024

**Job Title:** Assistant Principal (AP)

**Collaborates with:** Principal, Other APs, Subject Area Coordinators (SACs), Well-Being Team, Educational Leadership Team (EdLT)

### Introduction:

Fukuoka International School (FIS) lives by its guiding principles: **INCLUDE, EMPOWER, IMPACT**. There are four Assistant Principals (APs) at FIS, each playing a vital leadership role:

- Elementary School (ES) AP: Collaborates with the Principal and assumes responsibilities as the IB PYP Coordinator.
- Middle School (MS) AP: Collaborates with the Principal and assumes responsibilities as the IB MYP Coordinator.
- High School (HS) AP: Collaborates with the Principal and assumes responsibilities as the IB DP Coordinator.
- Well-Being (WB) AP: Collaborates with the Principal and oversees the Student Support Department, which includes Student Support, English Language Learners, Health, and Social-Emotional Learning.

APs are expected to embody FIS's mission, represent the school to the highest professional standards, and actively support school operations and initiatives as part of a collaborative team.

### Specific Duties

#### Leadership and Administration

- Support the Principal in the overall leadership and management of the High School.
- Represent the Principal when required and act as a key member of the EdLT.
- Assist in the development and implementation of the school's strategic plan.
- Provide leadership in fostering a positive, inclusive, and collaborative high school culture.
- Lead the scheduling, timetabling, and supervision of HS daily school operations.
- Assist the recruitment and onboarding of high school staff, including interviews and recommendations.
- Conduct staff PGMs in collaboration with the Principal and Head of School.
- Monitor and address student discipline issues, ensuring a safe and supportive learning environment.
- Communicate effectively with parents, staff, and students, resolving concerns promptly and professionally.
- Actively engage in community events to promote and support school initiatives.
- Support operations such as student behaviour and safety initiatives.
- Actively engage with parents, students, and staff to maintain a high level of communication and resolve concerns effectively.
- Attend community events and demonstrate leadership in the FIS community.

#### Curriculum and IB DP Coordination

- Serve as the IB DP Coordinator, ensuring compliance with IB Standards and Practices.

[fis.ed.jp](http://fis.ed.jp)

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- Oversee the implementation of the IB DP curriculum, guiding subject teachers in effective teaching and learning strategies.
- Collaborate with teachers to develop curriculum units and ensure alignment with FIS and IB objectives.
- Organize and lead regular meetings to support the professional development of IB DP teachers.
- Coordinate and oversee the Grade 12 Extended Essay process with the Core Coordinator, including training and guidance for students and supervisors.
- Guide and support students and parents in understanding the IB DP structure, requirements, and assessment procedures.
- Prepare and submit required documentation for IB authorization, reaccreditation, and evaluation.
- Maintain accurate student records in systems such as ManageBac and ensure timely reporting.
- Lead the administration of IB DP exams, ensuring compliance with IB guidelines.
- Act as a liaison between FIS and the IB organization, staying updated on changes and innovations within the DP.
- Maintain and ensure updated curriculum planners and records on ManageBac.
- Collaborate with teachers, SACs, and EdLT to develop a PreK–12 curriculum aligned with IB requirements and FIS Action Plans.
- Conduct reviews of completed planners on ManageBac, providing constructive feedback.
- Lead annual reviews of the school's IB programs and develop essential agreements supporting pedagogy.
- Participate in relevant IB workshops and collaborate with the WB AP on interdisciplinary projects.
- Lead the Secondary School SAC meetings with the MS AP.

### **Student Support and Well-Being**

- Collaborate with the Well-Being AP and counselors to support student academic, social, and emotional well-being.
- Monitor student progress and intervene where necessary to ensure success.
- Assist with transitions for new students entering the High School or moving between grade levels.
- Participate in High School Admission meetings when requested
- Provide guidance and mentorship to students, helping them set goals and navigate challenges.
- Promote CAS (Creativity, Activity, Service) projects and support students in meeting CAS requirements.

### **Professional Development**

- Organize and promote professional learning opportunities for teachers, particularly those aligned with IB DP requirements and best practices.
- Orient new teachers to the IB DP framework and ensure their understanding of IB expectations.

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- Ensure staff are informed of professional development opportunities and meet IB requirements.
- Maintain and share up-to-date resources for IB DP teachers, including IB publications and curriculum updates.
- Keep records of professional development and IB workshops for accreditation and internal planning.

### Resource and Data Management

- Recommend resources needed for curriculum and well-being initiatives.
- Suggest facility improvements to support student learning and staff needs.
- Ensure teachers and students have access to IB platforms, such as MyIB and ManageBac.
- Collect and analyze student performance data to inform teaching practices and curriculum adjustments.
- Regularly report on student achievement and program effectiveness to the Principal, EdLT, and school community.

### Communication

- Communication and collaboration among APs, the Principal, and the Head of School.
- Regularly communicate with staff about teaching and learning best practices.
- Support teachers in creating visible learning displays inside and outside the classroom.
- Communicate with parents about the IB DP, including hosting information sessions and workshops.
- Update handbooks, school publications, and the website with relevant IB DP information.
- Promote student learning and achievements through newsletters, articles, and events.
- Foster strong relationships between students, staff, and families to create a supportive school community.

HS AP play a pivotal role in maintaining the school's commitment to **INCLUDE, EMPOWER, IMPACT**, ensuring a thriving, collaborative, and student-centered learning environment.

### Safeguarding and Child Protection:

All FIS Staff are responsible for promoting and safeguarding the welfare of all children and young people in their care. Adherence to the school's Safeguarding and Child Protection Policy is mandatory. Should the staff member have concerns about a child's safety, they must report it to the Safeguarding Lead, Deputy Safeguarding Lead, or Head of School to initiate the appropriate referrals to external agencies.

Carry out additional duties as assigned by the Principal and Head of School.

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