

Director of Admissions

Start Date: August 2024

Position Summary

ASIJ seeks a full-time Director of Admissions (DoA) to begin in August 2024. The successful candidate will be an experienced educator dedicated to ensuring fidelity between ASIJ's admissions process and the school's mission and guiding documents. The DoA will be ASIJ's ambassador-at-large, the leader chiefly responsible for communicating the school's values, vision of learning, and direction to prospective families and for the onboarding of families after admission has been offered and enrollment completed. The Director will be committed to recruiting students from diverse backgrounds, children and adolescents who thrive in a diverse, inclusive community committed to equity and social justice. The successful candidate will be a passionate and proud member of ASIJ's community responsible for promoting our programs and ASIJ's Strategic Design Framework with new families, including the school's commitment to providing students with a learning-progressive education where the priority is developing global competencies and they engage actively with real-world problems and challenges. The DoA will be a strategic, data-driven, dynamic self-starter who initiates projects and works independently and collaboratively with those involved in ASIJ's admissions process across divisions in the school. The successful candidate will play a lead role in the management of ASIJ's scholarship and financial assistance programs. The DoA will possess outstanding cross-cultural and interpersonal competencies, enthusiasm an outstanding work ethic, a good sense of humor, and an ability to excel in a fast-paced, innovative educational environment. The Director is responsible for enrolling a target number of qualified applicants and for maintaining, through goodwill and open communication, a pool of potential applicants.



The American School in Japan (ASIJ) was founded in 1902, which speaks not only to the school's stability and continuity, but also to our capacity to evolve over time. ASIJ's standing as a premiere international school in Tokyo and one of the leading international schools in the world has been grounded in our willingness to negotiate the opportunities, turmoil, and challenges of each generation over the last 120 years.

At ASIJ, we believe:

- a school should be a child-centered place where educators are idealistic about the potential of every student and tenacious in their care for each child;
- every student has the right to learn and that we are obliged to help each child develop their authentic voice;
- learning is a process that leads to change, where students should be engaged in supportive environments rich in engagement, social interaction, and feedback;
- our purpose is to inspire all students thrive and become their best selves in an increasingly complex, diverse, and rapidly changing world; and
- our students will learn to act upon the world as the result of developing transdisciplinary competencies that they apply to authentic, real-world problems.

What is ASIJ looking for in a leader?

ASIJ recruits experienced, student-centered leaders who possess values, dispositions, and skills that align with our strategic vision for the future. This includes, but is not limited to, a commitment to reflective practice, the drive to grow professionally and learn, and the desire to be part of something larger than oneself. We invite serious candidates to explore the following statements and linked documents to understand what ASIJ values and whether we might be the right fit for them:

- ASIJ's Board of Directors approved [admissions policy \(#2400\)](#) in 2020. This policy, complements our [diversity, equity, and inclusion](#) policy, which was approved in 2021. ASIJ's DoA will play a pivotal role in shaping our school community, ensuring students admitted to the school and their families are committed to the values, principles, and beliefs we hold as an institution.
- We believe the pace of change in education is accelerating. Powerful social, economic, scientific, and technological disruptions are changing the ways human beings find meaning and purpose, how they organize their societies, what they believe, and how they connect and communicate with one another. ASIJ intends to become more adaptable, flexible, and responsive to drivers influencing schools in the years ahead, otherwise we recognize we will fail the generation of students we serve.
- ASIJ seeks a Director of Admissions with the vision, courage, and skills to advance our [Strategic Design Framework \(SDF\)](#). This one-page strategic plan depicts four interdependent drivers that are central to achieving our vision for the future.
- Our [Portrait of a Learner](#) is central to our SDF and what we mean by Deep Learning. (Hyperlinks to corresponding learning progressions are provided in the PDF.)
- ASIJ urges interested candidates to review [Models of Teaching and Learning](#), which is adapted from Michael Fullan's work. An important responsibility of our next Director of Admissions will be communicating what we mean by "Deep Learning" at ASIJ.
- Toward that end, we invite candidates to study ASIJ's professional standards frameworks for both [TEACHERS](#) and [LEADERS](#). These frameworks are purpose-built to support our SDF. Each is nuanced, strategic, and contextualized to ASIJ.



With whom does the Director of Admissions work and liaise most closely?

Our new Director of Admissions (DoA) will serve on ASIJ's Leadership Team (LT), which consists of the Head of School; the Deputy Head of School for Learning; the ES, MS, and HS principals and associate principals; the Director of ASIJ's Early Learning Center; the school's CFO/COO; the Director of Student Support; the Director of Technology; the Director of Strategic Partnerships; and the Director of Advancement. They also liaise with counselors, the Director of Transportation, the Alumni Coordinator, and the Director of Communications.

The DoA further interacts with external stakeholders, including corporate representatives and HR managers and expatriate relocation firms. The DoA also participates with the Tokyo-area admissions directors' organization and other regional organizations.

Finally, the DoA leads an office composed of the Assistant Director of Admissions, the Admissions Officer / Receptionist, the Database Specialist, and (as needed) any summer intern(s) or student volunteers.

What are some of the DoA's specific duties and responsibilities?

- Manage the admissions process for prospective students in ASIJ's ES, MS, and HS divisions
- Develop recruitment and enrollment strategies that are aligned with and promote ASIJ's strategic vision and priorities
- Strategically evaluate all applications and make recommendations based on student potential for success and contribution to (or alignment with) ASIJ's strategic vision and priorities
- Collaborates with Early Learning Center Director regarding applications with siblings across divisions
- Interview prospective students and families
- Schedule applicant screening
- Manage queries, on-campus visits, and tours
- Communicate admissions decisions efficiently and with compassion
- Manage wait pools, as needed
- Assist with retention and re-enrollment processes
- Oversee and administer scholarship and financial assistance programs
- Collaborate with others involved in the admissions process school-wide to attract, admit, yield, and retain qualified students
- Develop and maintain accurate admissions and enrollment statistics
- Work closely with the Head of School and the CFO/COO to meet admissions goals and support ASIJ's strategic priorities
- Collaborate with division principals and ELC Director, counselors, and others involved in making admissions decisions
- Develop marketing materials, as needed, including documents designed for corporations and embassies
- Organize admissions events, including open houses, receptions and orientations
- Represent ASIJ and present admissions information at open houses and other forums
- Travel regionally for off-campus events or programs, occasionally on weekends or evenings
- Manage admissions and enrollment functions in Veracross
- Develop and sustain professional relationships with feeder schools and organizations
- Develop and sustain a touring system for small groups throughout the year
- Design, plan and organize the orientation experience for students and parents each August
- Liaise with ELC Director, both in common admissions policies and decisions, as well as orientation of parents whose children will move from the ELC to Chofu campuses
- Supervise Admissions Office staff; lead hiring processes, as needed
- Create systems of efficiency in the Admissions Office to maximize productivity
- Manage Admissions Office budget for events, supplies and other expenses
- Generate reports for enrollment forecasts, including current enrollment and historical trends
- Develop and refine heuristics for use in forecasting purposes

Qualifications & Experience

1. **University degree (required)** — Bachelor's degree required, graduate degree preferred, preferably in educational leadership.
2. **License & Certification (preferred)** — Candidates with experience working in schools are preferred, ideally with certification as a teacher, counselor, or administrator.
3. **Experience (required)** — Familiarity and deep experience in a context similar to ASIJ's (American-style education, culminating in a US HS diploma) is required.
4. **Experience (preferred)** — Previous experience working in school admissions is preferred; experience in marketing, counseling, or public relations is preferred.
5. **Language proficiency (required)** — Native fluency in English is required. Superior oral and written communication skills in English, including comfort with public speaking in both small and large group settings, are important aspects of this position. Some proficiency in Japanese would be ideal, but is not expected.
6. **Interpersonal & cross-cultural competencies (required)** — Exceptional interpersonal and cross-cultural competencies, including the ability to collaborate and communicate effectively and with empathy, are required.
7. **Technological skills (required)** — Experience with Veracross, or a similar school information system such as PowerSchool, is required. Extensive experience with Google Drive (Docs, Calendar, Forms, etc.) is required.
8. **Leadership experience (required)** — Outstanding organizational, motivational, and leadership skills required.

Salary & Benefits

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

Benefits include housing, health insurance, life insurance, home leave, shipping allowance, and ongoing professional learning opportunities.

Application Process

ASIJ is accepting applications for this position. We will screen candidates continuously and offer interviews, as appropriate. ASIJ reserves the right to make appointments when the right candidate has been identified.

In addition to the qualifications and experiences listed above, applicants must have active, confidential profiles with either [Search Associates](#) or [Schrole](#). Candidates without confidential profiles will not be seriously considered. ASIJ does not prefer one recruiting agency over the other. Applicants on both platforms will be asked to provide written answers to the same short set of screening questions.

To apply, please submit your application through APLI (the Search Associates platform) or Schrole Connect. Direct applications will not be considered.

ASIJ's policies provide for robust prevention and response protocols around safe hiring. Prior to employment, all faculty and staff are required to undergo a background check.