

HEAD OF SCHOOL SEARCH

THE AMERICAN SCHOOL IN JAPAN

Tokyo, Japan

asij.ac.jp

Start Date: July 2025

ASIJ



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM

Mission Statement

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

Core Values

Character • Courage • Compassion

At a Glance



Established
1902



Enrollment
1,736



Nationalities represented in
the student body
59



Campus size
14 acres



Total full-time faculty
162



Nationalities represented in
the faculty
14



Faculty with advanced degrees
75%

AP courses: 24

STEM activities: 16

Co-curriculars: 170+

Athletic teams: 30+ High School; 26 Middle School;
20 Elementary School

Annual services projects: 25



Overview

Founded in 1902, The American School in Japan (ASIJ) is one of the oldest international schools in the world and located in one of the most fascinating cities and cultures of the world. The incoming new Head of School will have the fortunate position of leading this well-regarded institution into an exciting new chapter of its incredible 120+-year history.

The American School in Japan is an independent, co-educational day school serving students of all nationalities in Nursery through Grade 12. Founded in 1902, ASIJ offers an American-style college preparatory education for the children of international families, including those on temporary assignment, as well as families who make Tokyo their permanent home. The school offers a standards-based curriculum culminating in an American high school diploma. Through Advanced Placement courses and other advanced topic courses, ASIJ's program develops the necessary skills for a student to be successful in their future academic endeavors. ASIJ accepts students with mild to moderate learning needs, offering personalized support and an inclusive model. Complementing its academic program, ASIJ encourages students to engage in a wide variety of co-curricular experiences, including fine arts, athletics, and service-related clubs. ASIJ further draws on its unique presence in Japan by incorporating language and cultural studies that celebrate its host country. ASIJ is accredited by the Western Association of Schools and Colleges (WASC) and is a member of the National Association of Independent Schools (NAIS).

ASIJ is noted for its warm, close-knit community where students, parents, and faculty stay connected for many years after they have left the school. The ASIJ Alumni network is 7,500 strong and stays actively engaged with each other and the school through various opportunities to give back. The four divisions of the school have their own identity to match the developmental needs of each age group. Students enjoy school and want to be there. As one student said, *"I feel at home on campus, it's my community."* The ASIJ faculty are professionals in their respective fields, recruited for their values and disposition as well as for their skill and knowhow. Teachers appreciate a work environment where they are encouraged to dream big and to continue learning. The instructional resources provided and the support for professional learning are areas of satisfaction among the faculty. Parents trust the level of professionalism and commitment among the teachers and benefit from a wide variety of workshops, presentations, and book studies, to address complex challenges their children may be experiencing.



Over the last six years, ASIJ's Board of Directors, leadership, and faculty have carefully crafted an impressive vision and strategy for ASIJ's future over the next decade and beyond. ASIJ leaders recognized that powerful drivers in the social, economic, scientific, and technological fields are changing the world at a breathtaking speed, and they have taken steps to consider how the School's systems, practices, and pedagogies need to evolve in order to better equip students to enter adulthood in an increasingly complex, diverse, and rapidly changing world.

[*The Future is Here*](#) articulates the background for the academic program that students are expected to develop over time. The School developed a definition of learning and a profile of a learner, which form the underpinnings for the academic program. The Strategic Design Framework (SDF) includes the competencies and skills consisting of *Deep Learning* experiences across disciplines, in which students apply their learning in real-life contexts. The School's Commitment to *Know, Value, and Care* for individual students has been central to ASIJ's culture since 1902. Students are recognized as individuals with both gifts and talents as well as specific challenges and needs. Each student is known and understood as who they are, valued and appreciated for their particular capabilities and strengths, and cared for based on their individual needs. Finally, ASIJ's Mission and Core Values describe the values, perspectives, and priorities that have allowed ASIJ to negotiate the turmoil and challenges of generations of young people since 1902. They remind the School of its purpose and obligation to see the inherent value and cultivate the potential of every child who attends ASIJ.

ASIJ has the largest and most complete school facilities in Japan. The 14-acre Chofu campus, home to the Elementary, Middle and High School divisions, provides athletic facilities, tennis courts, sports fields, and a 25-meter indoor swimming pool. Being adjacent to a hundred-acre park, it offers lush green spaces which would be impossible in downtown Tokyo. The campus also holds a 570-seat theater, black box theater, band, choir, and music rooms, as well as dedicated art classrooms and spacious classrooms. It also houses The Japan Center, which provides authentic Japanese cultural experiences for the ASIJ community and allows students to build a more meaningful connection with Japan. The Roppongi campus, located in a nearby suburb to downtown Tokyo, is home to the Early Learning Center and is in close proximity to where most ASIJ families live. Many ASIJ students start at the ELC, a joyful place for the youngest children in the school, offering purposeful play as a signature strategy to support learning. Here children engage in authentic explorations in a safe and child-centered setting, with spacious classrooms, dedicated music and art classrooms and outdoor play spaces. Design tech labs, maker spaces, libraries, and video studios are sprinkled throughout all four divisions, with relevant resources and age-appropriate activities provided.



While ASIJ's current facilities at the Chofu are impressive, the school has developed a long-term [Master Plan](#) to redesign the campus to allow ASIJ's vision of a modern pedagogy to be fulfilled. A pivotal part of the long-term plan at ASIJ is a complete redesign of the Chofu campus, with world class facilities that will allow ASIJ's vision of modern pedagogy to be fulfilled. Architects worked closely with the School to prioritize four goals in developing ASIJ's master plan for its Chofu campus: a) supporting ASIJ's pedagogical aspirations and Portrait of a Learner; b) reinforcing a strong sense of community while planning for increased enrollment; c) creating a welcoming and inclusive environment; and d) envisioning a resilient campus that will be a leader in sustainability. Seeing this vision through to reality will be a highlight of the tenure of the next leader of ASIJ.

In the years ahead, staying mission-aligned will be ever more important to ASIJ and its community. ASIJ's overall proposition of learning fits several components beautifully together, forming that unique ASIJ approach which the School intends to keep at the heart of its community for the next century.



Opportunities and Challenges

Lead and Implement ASIJ's Strategic Direction for Learning

The groundwork has been laid by ASIJ's Leadership Team for a progressive academic path to meet the evolving needs of ASIJ learners. *The Future is Here* and *Portrait of A Learner* set the framework for deep learning that supports the development of six competencies: Mindset, Global Citizenship, Collaboration, Communication, Creativity and Critical Thinking. The school's *Master Facility Plan* for the Chofu campus additionally advances a design for a transformational educational environment. ASIJ constituents value a rigorous standards-based and Advanced Placement program that prepares students for an evolving future. The next Head of School will embrace the school's bold direction of educating for the future, while maintaining ASIJ's academic excellence and strong university acceptances. Ensuring ongoing curriculum improvements and advancing the pedagogical vision will require ongoing shaping and articulation of the plan with the school community.

Recruit, Retain, and Compensate High Quality, Mission Aligned Faculty

Many of ASIJ's faculty have been with the school for years and love the dedicated and eager students. The next Head of School will need a strategic framework to address currency fluctuation and continued compliance with Japanese law while recruiting and retaining faculty who are passionate to be a part of the progressive pedagogy. The next Head will prioritize faculty onboarding, model collaboration across the school, and emphasize ongoing professional development in pursuit of a shared institutional vision. Internal structures to empower faculty to achieve the Strategic Vision for Learning will promote efficacy and distributive leadership. Through word and action, the Head of School will inspire teamwork, trust, and transparency to advance the vision.

Communicate Effectively with All Constituent Groups to Continually Strengthen Community

The next Head of School will promote a cohesive and inclusive sense of community by being visible, present, and engaged with all constituents, and by sharing stories and celebrating accomplishments across the two distinct campuses. The leader will embody the *Know, Value, Care* philosophy that emphasizes the personal relationship between faculty and students and is an important foundation for the entire school community. The leader will create opportunities to celebrate the shared sense of direction through careful listening, relationship building and joyful celebrations with students, faculty and staff, and parents at both campuses.



Sustain Momentum of ASIJ's Master Plan and Ensure Financial Sustainability

In partnership with the Board of Directors, the next Head of School will align resources to support the strategic direction of the *Master Plan* for the Chofu campus. The Plan fosters a sense of community, prioritizing interdisciplinary and community spaces to facilitate collaborative learning and progressive pedagogy. Communicating ASIJ's uniqueness will be pivotal in the space of increased competition from schools in Tokyo. The next Head of School will prioritize external relations to cultivate donors and maintain student admissions to create opportunities for an optimal learning environment in conjunction with a skilled Advancement team.

Qualifications and Personal Attributes

Successful candidates will demonstrate most of the following qualifications and attributes:

- An experienced, progressive educational leader with a proven background in American curriculum and pedagogy, who has successfully led a school to its vision of academic excellence;
- An approachable, visible, and collaborative leadership style that genuinely invites and respects the perspectives of others and builds a culture of trust;
- The ability to think strategically, articulate vision and strategy, and deftly manage the systems and processes necessary to implement strategy;
- A capability to make difficult decisions when necessary, explain outcomes with transparency, and communicate the mission and values of the school with inspiration and clarity;
- Experience in recruiting, retaining, compensating, and developing the growth of a talented faculty and leadership team;
- Eagerness to engage actively with students, parents, faculty and staff, alumni, and the external community as a foundation for vibrant, supportive relationships with all community members;
- Experience with campus renovation and a background leading capital campaigns designed to fund major building renewal projects;
- Cultural competencies and sensitivity to work effectively and respectfully in a Japanese and international community.

Learn More

Click on the links below to learn more about The American School in Japan.

[School Website](#)

[Teacher Recruitment](#)

[School History](#)

[High School Profile](#)

[School Values](#)

[About Tokyo, Japan](#)

[Master Plan Video](#)



To Apply

Interested and qualified candidates are invited to contact the consultants in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- Statement of educational philosophy and practice;
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

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