

# HEAD OF LOWER SCHOOL SEARCH

**Marist Brothers International School**

Kobe, Japan

[marist.ac.jp](http://marist.ac.jp)

Start Date: July 2026



**Carney  
Sandoe**  
& ASSOCIATES

[CARNEYSANDOE.COM](http://CARNEYSANDOE.COM)

# THE MARIST MISSION

We educate students in a nurturing community where relationships and meaningful connections are valued and celebrated. Our students gain knowledge, communicate effectively, develop exceptional character, and become responsible citizens of a global society. We inquire into the world around us through rigorous academic programs that aim to prepare students for life's opportunities.

## AT A GLANCE



Established  
1951



Lower School enrollment  
210



Total faculty  
64



Student-teacher ratio  
1:25



Nationalities represented  
in the student body  
30



Financial aid awarded  
27,000,000JPY



Faculty with advanced degrees  
62%



Campus size  
9,570 sqm

Enrollment: 470  
Nationalities represented in the faculty: 15  
Students receiving aid: 150

Endowment: 57,000,000JPY  
Annual fund: 30,000,000JPY



## OVERVIEW

Marist Brothers International School (MBIS) is an accredited Pre-Kindergarten to Grade 12 co-educational international school located in Kobe, Japan. Our WASC (Western Association of Schools and Colleges) accredited academic programs from Early Years through to the International Baccalaureate Diploma Programme provide the basis for smooth progression and easy transition between early learning and high school. We are committed to excellence in education but believe that excellence means more than a rigorous and stimulating curriculum. Our holistic approach includes a focused dedication to character – developing skills which make our students stand out from the crowd. Character and community are at our heart – the foundation of the Marist ‘difference’.

### School History

On September 17, 1951 the doors of the Marist School in Kobe opened for the first time. The student body expanded rapidly, and soon outgrew the existing buildings and facilities. In 1955, a large new building was constructed. At the time, it housed a two-story assembly hall with classrooms on the third floor. Today this building still stands, and is primarily used for the school office, library, and cafeteria facilities. By 1957, the student population passed 140, and it was time to expand again. In 1961 a new wing was added with 14 classrooms.

### Campus Master Plan

At Marist, we believe in planning carefully and acting wisely. Our Campus Master Plan guides us in redeveloping our facilities to support sustainable growth and future-ready learning. This long-term, strategic initiative reflects our deep commitment to delivering an outstanding education while ensuring the well-being of our entire school community.

### Our Vision: A Campus for the Future

Marist is committed to serving both local and international families into the future. This vision goes beyond construction. It is about shaping a campus that:

- Provides safe, healthy, and inclusive learning environments
- Supports personalized, flexible, and engaging education
- Fosters creativity, collaboration, and community connection
- Embodies our Marist values of care, service, and sustainability

### Guided by Strategy and Community Commitment

To realize this vision, we are working within a clearly defined and responsible framework:

- Campus Master Plan: A strategic blueprint guiding facilities development and operational sustainability
- Financial Sustainability Plan: A commitment to disciplined financial management, diversified revenue, and transparency



## **Key Milestones Ahead**

- New Purpose-Built Facilities
- Campus Capacity Expansion to support 535+ students and expanded programming
- Enhanced Safety, Health & Accessibility, including barrier-free access via elevators and stairways

## **Spotlight on the New North Building**

The new North Building is a central component of our redevelopment and includes:

### Ground Level

- Cafeteria with capacity for 200+ students and a fully equipped kitchen (430 m2)
- Faculty and Staff Lounge
- Medical Clinic
- Medical Office
- Central and North stairways with barrier-free access via elevator

### Second Level

- A 200m<sup>2</sup> Whole School Library with a collection of over 25,000 titles
- Circulation counter and workspace for library staff
- Teaching classroom (60 m2)
- Shared teacher workspace
- Whole School Counseling Office
- University and Career Counseling Office

### Third Level

- Shared teacher workspace
- Laboratory Preparation Room
- 3 Science Laboratories (75 m2)
- 1 STEM classroom (62 m2)
- 2 general classrooms (62 m2)

## **Our Design Principles**

- Function: Flexible, student-centered spaces that support collaboration and a sense of belonging
- Form: Culturally responsive, safe, and professional environments
- Economy: Phased development, cost management, and sustainable construction
- Time: Future-oriented design that can evolve with our learners and the changing educational landscape

The completion of the new North Building is scheduled for August 2025.





## HEAD OF LOWER SCHOOL

At this time, Marist Brothers International School seeks a new Head of Lower School to assume the role in July 2026. Capable candidates will be internationally minded individuals who are senior instructional leaders with a PK-12 background. They will be strong communicators and decision-makers that are accessible and visible. Finally, qualified candidates will be relationship builders who unite and support all constituency groups as well as distributive leaders who support capacity for change and improvement. The Head of Lower School endeavors to create a sense of cohesiveness among teachers and students in the lower school, while at the same time establishing a strong sense of relatedness with the entire MBIS community. The person in this position should provide an effective link between the lower school members and the school administration, working towards the creation of an environment which is academically strong and, at the same time, humanly enriching and enjoyable.

### One Team Behaviors

Passion for our students and community is at our core and is what centers us. One Team Behaviors of Motivate, Believe, Inspire and Succeed bind us, and being One Team creates opportunities to grow our people, and our success as an organization.

**Motivate:** Learning is a lifelong journey

**Believe:** Together we can change the world

**Inspire:** Follow our lead as we pursue our dreams

**Succeed:** From Japan to the rest of the world

Our international curriculum reflects our commitment to nurturing global citizens and preparing them for life's opportunities. The curriculum follows Common Core State Standards and the International Baccalaureate Primary Years Programme (IB PYP), Middle Years Programme (IB MYP), and the globally recognized International Baccalaureate Diploma Programme (IBDP) for Grades 11 and 12.



## KOBE

MBIS is centrally located in the Kansai region with easy access to public transport—students can commute from central Kobe, Osaka, Kyoto, Akashi, and Himeji. Conveniently nestled between mountains and the sea, we offer an inspiring setting for wholesome learning and growth.

With a population of around 1.5 million, Kobe is Japan's [seventh-largest city](#) and the third-largest port city after [Tokyo](#) and [Yokohama](#). It is located in the [Kansai region](#), which makes up the southern side of the main island of Honshu, on the north shore of [Osaka Bay](#). It is part of the Keihanshin metropolitan area along with [Osaka](#) and [Kyoto](#). The Kobe city centre is located about 35 km (22 mi) west of Osaka and 70 km (43 mi) southwest of Kyoto.

The earliest written records regarding the region come from the [Nihon Shoki](#), which describes the founding of the [Ikuta Shrine](#) by [Empress Jingu](#) in AD 201. For most of its history, the area was never a single political entity, even during the [Tokugawa period](#), when the port was controlled directly by the [Tokugawa shogunate](#). Kobe did not exist in its current form until its founding in 1889. Its name comes from Kanbe (an archaic title for supporters of the city's Ikuta Shrine). Kobe became one of Japan's [designated cities](#) in 1956.

Kobe was one of the cities to open for trade with the [West](#) following the 1853 end of the [policy of seclusion](#) and has retained its cosmopolitan character ever since with a rich architectural heritage dating back to the [Meiji era](#). While the 1995 [Great Hanshin earthquake](#) diminished some of Kobe's prominence as a port city, it remains Japan's fourth-busiest [container port](#). Companies headquartered in Kobe include [ASICS](#), [Kawasaki Heavy Industries](#), and [Kobe Steel](#), while over 100 international corporations have their Asian or Japanese headquarters in the city, including [Eli Lilly and Company](#), [Procter & Gamble](#), [Boehringer Ingelheim](#), and [Nestlé](#). The city is the point of origin and namesake of [Kobe beef](#), the home of [Kobe University](#), and the site of one of Japan's most famous [hot spring](#) resorts, [Arima Onsen](#).





## Opportunities and Challenges

Given that Marist Brothers International School has almost doubled in size in the past 5 years, the community would welcome:

- a highly relational leader who will support collaborative development of systems and structures AND who will value the history, traditions and “family feel” that are deeply appreciated
- an exceptional recruiter and mentor, one who will identify the positive strengths of faculty and staff and build their confidence and capacity
- an instructional leader, with significant experience aligning the PYP with Common Core and how to support meaningful assessment of student learning
- a partner with parents, supporting their engagement in school life and an understanding of the learning program for the students
- a leader whose values align with the Marist Brothers Mission and who can market the unique educational opportunity to prospective families

## Qualifications and Personal Attributes

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

- The ability to articulate vision and think strategically, lead collaborative decision-making, and manage the systems and processes necessary to implement strategy for the Lower School.
- Successful track record leading a lower school community of faculty, students, and parents.



- A deep and technical understanding of curriculum (specifically the PYP), teaching and learning, and the ability to implement initiatives that focus on high academic standards, personal well-being, and service.
- Proven success in supporting the growth and development of talented faculty, staff, and administration and holding them accountable to meet high standards.
- Previous experience with WASC Accreditation, IB Re-Authorization, and Evaluation Processes related to both.
- A visionary leader who can inspire faculty to evolve through close, collaborative relationships.
- An open, approachable, empathetic and responsive leadership style that genuinely invites and respects the perspectives and views of others and builds a culture of trust and inclusion.
- A superb communicator, both in writing and as a public speaker with the ability to listen and connect authentically and effectively to multiple stakeholders in a large, complex community setting.
- Sophisticated emotional intelligence and cultural sensitivity to respectfully navigate diverse cultural and social situations.
- Deep self-awareness and a calm demeanor to navigate the complexities and ambiguities of managing change.
- The ability to be highly organized, yet also flexible and adaptable.
- A growth mindset, a good sense of humor, and a genuine passion for students and education.

### **Required Education/Experience**

- Three or more years of senior administrative experience in education.
- Master's Degree in related field (doctorate preferred).
- Advanced proficiency in relevant educational technology and administrative tools.
- Experience with the PYP as a teacher and as a leader.
- Preference for a bilingual or multilingual educator, Japanese language skills would be a bonus.



# Learn More

Click on the links below to learn more about Marist Brothers International School.

[School Website](#)

[About Kobe, Japan](#)

[Lower School Academics](#)



## 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;
- A statement of educational and leadership philosophy;
- 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:

**Karen Neitzel, Ed.D.**

Senior Consultant

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