

Position Vacancy

Assistant Preschool Director

The Employees Welfare Association (EWA) of the U.S. Embassy Tokyo is seeking an individual for the position of Assistant Preschool Director for the Mitsui Gardens International Preschool located at the U.S. Embassy Housing Compound in Akasaka Ward, Tokyo.

OPEN TO: All interested parties
POSITION: Assistant Preschool Director
OPENING DATE: April 1, 2016
CLOSING DATE: Until filled
WORK HOURS: Full time, 40 hours per week
SALARY: ¥3,868,278 ~ ¥4,443,278 p.a.

PLEASE NOTE:

1. U.S. taxes will be deducted for U.S. citizens and green card holders.
2. This position is not a U.S. Federal Government position.
3. The EWA will not sponsor work visas in Japan. Candidates must obtain a residency permit that allows full-time work privileges.
4. Only candidates selected for an interview will be contacted.

BASIC FUNCTIONS OF POSITION:

The EWA is a private association of employees of the U.S. Embassy in Tokyo. The EWA-managed Mitsui Gardens International Preschool has a capacity enrollment of 82 children, ages 15 months to five years, and a current teaching staff of 18. The Preschool operates from September to June, with a summer program June to August. The Assistant Director will be a full-time, year-round position. The Assistant Director will support the Director in all aspects of curriculum and program management in conjunction with EWA policies. The Assistant Director will report day-to-day concerns to the Director. In the absence of the Director, the Assistant Director will have authority to make day-to-day decisions regarding the preschool. The Assistant Director will serve in a key coordination and communication role between teachers, parents, and the preschool in addition to overall internal communication and operational organization tasks.

QUALIFICATIONS:

1. Education: University Degree in Early Childhood Development, Education Administration, or related education field. Job experience may substitute formal education.
2. Prior Work Experience: Ten years' experience in early childhood education; at least four years of supervisory experience during that time in the same field.
3. Language Proficiency: English skill - Level 4 (proficiency may be tested). Japanese skill – Must be able to reasonably communicate and understand orally (proficiency may be tested).

4. Excellent skills in:
 - a. Communication – written and verbal
 - b. Customer Service
 - c. Organization
 - d. Presenting and Meeting Management
5. Team player and program dedication

SELECTION CRITERIA:

1. Qualified candidates able to obtain a residency permit in Japan are encouraged to apply.
2. A successful background investigation will be required prior to employment.

TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. A current resume or curriculum vitae.
2. Copies of all test scores, certificates, copies of degrees earned or school/college transcripts that address the qualification requirements of this position.
3. A copy of residency permit in Japan that allows full time work privilege

SUBMIT APPLICATIONS TO:

Employees Welfare Association
Administration Office
10-5, Akasaka 1-Chome
Minato-ku, Tokyo 107-8420

Or send email to: ewaofficemanager@gmail.com