



Nishimachi International School
Head Teacher Librarian

Tokyo, Japan

Our School

Nishimachi International School is a private, non-sectarian, coeducational day school founded in 1949 to provide excellent education for expatriate and Japanese children. Nishimachi's educational philosophy is grounded in a spirit of internationalism and humanism that allows children to learn in a supportive caring environment. The program extends from Kindergarten through Grade 9. We provide students with an education in English and a minimum of one lesson per day in Japanese which helps our students not only in their language skills, but also develops international perspective and understanding.

Nishimachi has an outstanding reputation both internationally, and within Japan.



Our Philosophy

We believe that education should promote the well-rounded development of each individual through the cultivation of their intellectual, creative, personal, social and physical abilities. Classroom and co-curricular activities should foster sensitivity to, and respect for, individual talents as well as differences. We also believe that every student must learn to function both as an individual and as part of a group. The school is committed to educating all students to be global and independent thinkers. We believe that learning a second language provides the opportunity to grow beyond a single culture.



Our Students

Current enrollment is 470 students (ES 350; MS 120) representing 38 countries. The largest groups are from the U.S., Japan, and Australia. Approximately, 50% of all the students hold dual or multiple passports.

Our Faculty

There are 61 faculty members from all over the world. Our teachers come to Nishimachi with an average 8 years of experience and remain at Nishimachi on average for 10 years. Of the current staff, approximately 45% have advanced degrees.



Our Curriculum

The school features a unique, rich international curriculum taught in English based on the U.S. Common Core standards. Our mission is to educate students to be leaders, innovators, and motivated thinkers who will contribute to a diverse and changing world. The program is complemented by music, physical education, art, drama, exploratory, service learning and outdoor education programs. Environmental education field trips for grades 4 to 8 are held during the year at the school's lodge and campsite "Kazuno", and students in Grade 9 have a number of challenging learning activities, such as climbing Mt Fuji, visiting Kyoto and Hiroshima, and participating in a service learning trip to Kirivorn School in Cambodia. Grades 2-5 participate in off-campus swimming programs and grades 4-9 have 3 or 5 days of ski school in Niigata. We also offer an optional summer school program. The school year begins in late August and ends in June.

Our Facilities

The campus is located in central Tokyo and is comprised of seven buildings: The Matsukata House, the Ushiba Memorial gymnasium/auditorium, the Kindergarten building, the elementary building housing grades 1-2, and the upper elementary/middle school building housing grades 3-9, the Yashiro Media Center and the newly renovated Green Building.

The Yashiro Media Center contains a library of 20,000 volumes, 65% in English and 35% in Japanese.

A new building was added to complement Nishimachi's outdoor education center, Camp Rioichiro Arai, in May 2011. It is located in Kazuno in Gunma Prefecture, 150 kilometers northwest of Tokyo.



Governance & Accreditation

The school is a non-profit foundation governed by seven directors and fifteen trustees. It has been fully accredited by the Western Association of Schools and Colleges (WASC) since 1986 and the Council of International Schools (CIS) since 2006. The accreditation by CIS and WASC is based on a self-study and the report of a visiting evaluation team. The study systematically evaluates the total school operation by involving the faculty, staff, students, and community. It also provides a common international evaluation criteria link with schools in the United States, in Asia and the Pacific as well as schools in Australia and Europe. Nishimachi is also a member of the Japanese Council of International Schools (JCIS), EARCOS, AAIE and WIDA.

Living in Tokyo and Japan

Japanese culture is famous and unique. Iconic landmarks, a rich history, and sensational cuisine make Tokyo and Japan a must see destination for most travelers.

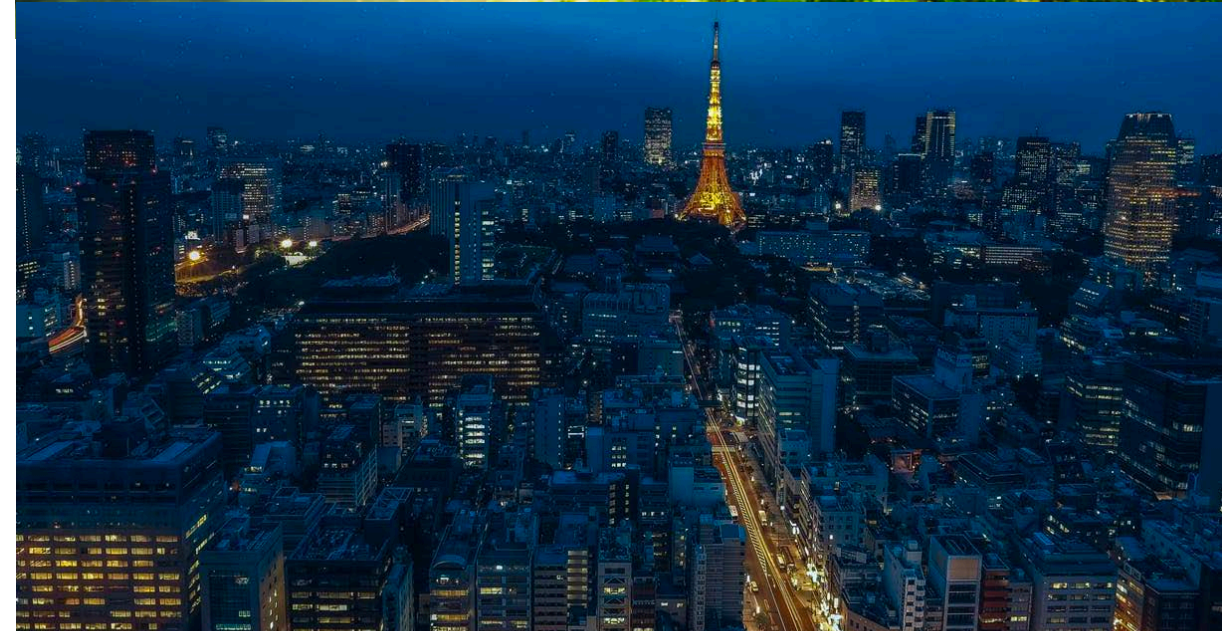
The city of Tokyo is clean, safe, organized and orderly. Restaurants can be found everywhere, with all world cuisines represented. Tokyo's nightlife is vibrant, with many options available. Within one of the most modern cities in the world, there is a rich history that can be experienced at any moment.

The transportation system is perhaps the most efficient in the world. No fewer than 158 train lines, many underground, crisscross the city, making travel quick and easy. Trains, subways and buses are clean and safe with signage in both English and Japanese. The school is within walking distance to three major train lines.

Many domestic destination spots are only a few hours away from Tokyo, including beaches, skiing and beautiful historic cities such as Kamakura, Kyoto and Nara.

Tokyo is rated one of the most livable cities in the world on a number of reputable scales, including The Monocle 2017 Quality of Life Survey, which rated Tokyo the number 1 city in the world for the third year running. In the Economist's Worldwide Cost of Living 2018 Report, Tokyo was rated 11th most expensive big city in the world, but still rated 8th in the world in the Economist's Global Livability Index. There is wide access to imported goods from most countries.

Tokyo has just hosted the 2019 Rugby World Cup and is counting down to hosting the 2020 Olympic Games.



What We Are Looking For

We are looking for teachers and staff who share our mission and values.

Our Mission: To develop learners and leaders who know, care and take action to bring value to others and to make a positive impact on the world.

Graduate Statement: Nishimachi learners will know, care, and take action to bring value to others and make a positive impact in the world. They will do this through ethical actions and leadership that empowers and inspires others, and through strong collaboration and communication. They will think flexibly and resourcefully and be proactive, reflective and accountable for the decisions they make. They will think globally, understand other cultures, value difference and show compassion.

Nishimachi Learner Expectations: All members of the Nishimachi community, including students, teachers, support staff, parents and the larger community, are part of the continuous process of growth and learning. We are all learners and we all realize the value of the Nishimachi Learner Expectations.

We make connections: We cultivate meaningful connections between people, cultures and ideas.

We take ownership: We take initiative, we explore our own questions and accept responsibility for our actions.

We pursue challenges: We take risks and persevere.

We act ethically: We respect differences, are empathetic and work to find solutions on a global and local level.

We are creative: We use multiple processes to think, innovate and reflect.



What We Are Looking For

- Mission Aligned
- An understanding that maximizing student learning is central to all that we do
- High-quality teaching skills consistent with our Graduate Statement
- The ability to collaborate and be successful in a team environment
- Energy and a positive outlook
- A strong motivation to learn and grow
- A willingness to be fully involved in our community
- Flexibility and ability to adapt
- All applicants for teaching positions need to have a teaching degree from a four-year institution, such as a Bachelor of Education. A minimum of three (3) years teaching experience is also a prerequisite.

Head Teacher Librarian - Position Description

The Head Teacher Librarian oversees all aspects of the Library Media Center, including the library collection, budget, space, and the library program for grades K-9 in accordance with the school's mission. He/she promotes a love of learning and reading in the community and helps students learn to effectively find and utilize information. The Head Teacher Librarian is expected to teach classes, reports to the Elementary School Principal and collaborates with the school's Assistant Teacher Librarian.

Essential duties and responsibilities:

- Responsible for the English collection development which includes acquisition and weeding of library materials and online resources in accordance with the school's curriculum needs and standard library practice.
- Collaborates with the Director of Learning and Divisional Principals to design the K-9 library curriculum.
- Supports classroom teachers by attending curriculum meetings, and by providing curated instructional resources for students and teachers that align and support units and standards focused in both ES and MS.
- Teaches classes in the library and in classrooms.
- Maintains active access to and teaching of digital research resources, including the library catalog, databases, and web-based and online citation support.
- Collaborates with the digital learning team in supporting the school's maker space offerings.
- Formulates policies and procedures for the selection and circulation of materials.
- Proposes annual operating and capital expense budgets. Plans and administers the annual budget including determining the allocations of funds, tracking expenditures, and approving payment of invoices.
- Supervises the Assistant Teacher Librarian (in conjunction with the Elementary School principal)
- Collaborate with the Assistant Teacher Librarian in maintaining and adding to the school's Japanese collection.
- Maintains a dual focus on Japanese and English literacy development via resources, structures, and visuals in the library.
- Maintains a welcoming atmosphere that fosters reading, study, and curiosity.
- Maintains the library space schedule.
- Represents the library and participates by attending curriculum, committee, staff/PD and other meetings related to the academic program as required.
- Manages and assists the circulation desk
- Updates and maintains the library catalog, including the review of new and engaging material for students.
- Updates and maintains the library website.
- Shelves books, catalogs and processes new materials as needed.
- Encourages and facilitates the work of parent volunteers.
- Serves as a resource for administrators, faculty, staff, students, and parents.
- Keeps abreast of trends in library services and technology by reading professional journals, attending conferences, and maintaining contacts with other librarians through membership in professional organizations.
- Supports library-related public relations projects – Creates displays, bookmarks, etc. and participates in events such as readings, author visits, discussion groups, etc. that promote reading and the library.
- Represents the library at Open Campus events as needed.
- Performs other duties upon request of the administration, including recess duties and other events requiring student supervision.

Head Teacher Librarian - Position Description

Qualifications:

- Degree in library science
- Strong communication and positive interaction skills required in an international environment
- Knowledge of or commitment to understanding Japanese culture, as well as the ability to reflect the multitude of cultures in an international school in our Library Media Center
- A willingness to support and promote intercultural understanding and global mindedness
- Experience teaching children from Kindergarten to Grade 9
- Computer literacy in Mac, Google Suite, and library-related programs
- A strong commitment to the school philosophy and 2030 Graduate Statement
- A strong commitment to the belief that all children can be successful
- Fluency in English (oral and written skills)
- Japanese language a plus

Child Protection at Nishimachi

At Nishimachi, we are committed to providing and maintaining a safe school environment for all of our students. Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to the highest standard of effective recruiting practices with specific attention to student protection.

All applicants for positions at Nishimachi are asked to provide/verify appropriate student protection or "working with children" certification as part of their application.

All staff must complete Student Protection training and sign the Employee Code of Conduct annually.



What We Offer

In addition to working in a wonderful city, and all of the resources for teaching and learning that you need, Nishimachi offers:

- A medium size school
- Inquisitive, engaged and caring students with supportive parents
- Strong and involved parent and alumni community
- A warm and collegial faculty
- Teaching assistants in Kindergarten to Grade 2
- 20 or less students per class with 3 classes per grade level
- A competitive salary package enabling you to live comfortably
- A culturally diverse community
- A high-quality of life outside of school- Tokyo is consistently voted one of the best cities in the world
- A generous time allowance for collaboration and planning
- A well resourced digital learning plan
- A Round Square candidate school
- Professional growth via internet and extended professional development Professional Learning Teams
- The opportunity to develop “exposure internationally; we support staff who wish to become workshop leaders or international conference presenters
- Opportunities for staff to become teacher leaders within the school
- An involved and accessible leadership team

Allowances for Faculty Relocating from Overseas

Transportation Allowance: Upon initial employment, faculty members will be provided the actual one-way airfare between their domicile and Tokyo for themselves and their dependent spouse and children. The School shall provide similar benefits to these faculty members on termination of employment on condition that the faculty members have served for at least two complete consecutive years.

Relocation Allowance: The School provides ¥350,000 for a married faculty member or a teaching couple, and ¥250,000 for a single faculty member to subsidize initial moving and settling-in expenses after arrival in Tokyo.

Housing Assistance: The School bears the housing costs of deposit, key money and agent fees, when the School leases a house/apartment for foreign hire faculty members (only in his/her initial move into the house/apartment after arrival in Japan). If the teacher chooses to move from the initial property to a second property, the School bears the costs of the deposit only.

Furniture Leasing Allowance: The School will lease basic furnishings and electrical appliances for faculty members who are hired overseas for the first two months. The monthly leasing charge should not exceed ¥30,000. The leased items can then be purchased by the teacher.

Furniture Allowance: After the two months of the Furniture Leasing Allowance, the School then provides ¥600,000 for a married faculty member or a teaching couple with child (ren), ¥500,000 for a married faculty member or a teaching couple and ¥400,000 for a single faculty member to purchase furniture. Under Japanese law, this cash allowance is considered as taxable income.

Repatriation (Overseas) Allowance: To subsidize moving costs, the School provides ¥250,000 for a married faculty member or a teaching couple, and ¥150,000 for a single faculty member, plus ¥10,000 for every additional year of service up to ¥50,000, when a faculty member returns to their home country or relocates to another country, upon completion of his/her minimum 2 years full contract of employment.

Allowances for All Staff

Cash Allowances

Family Allowance: Faculty and staff members who have dependent(s) to support will be granted the family allowance of ¥15,000 for a Spouse per month, ¥5,000 for each child (up to age 22) per month. (Note: Prerequisite of 'Dependency' is annual income of ¥1,030,000 or less, and living with the staff member)

Housing Allowance / Subsidy: Foreign passport holders hired from abroad shall receive ¥125,000 per month as housing allowance. All other faculty and staff members shall receive ¥50,000 as housing subsidy per month.

Commuting Allowance: The actual commuting costs by public transportation between your residence and the School shall be reimbursed to faculty and staff members up to the maximum tax-deductible amount of ¥150,000 per month (September through June).

Retirement Allowance: The School will provide a retirement allowance to faculty and staff members who have served for a minimum period of three consecutive years (before retirement age of 60). The formula for computation of this allowance is; $(1/12 \text{ of last drawn annual basic salary}) \times (\text{Years of service at the time of retirement}) \times (\text{A variable percent, currently 75\%})$.

Allowances in Kind - Considered Taxable Income

Tuition Assistance: Tuition assistance is only applicable if a full-time faculty and staff member's child is accepted and enrolled in the School. The School will pay tuition assistance to cover the difference between (a) scholarship awarded and (b) the total school fees, application fee, and summer school fee or other fees as determined by the School. However, tuition assistance is treated as taxable income by the Japanese tax authorities and the Teacher is responsible for their taxes.

Benefits

Reduced Taxation in the First Year: Employees hired overseas receive tax concessions in their salary in the first year of employment. Under normal circumstances, employees hired overseas receive a generous tax refund from their first year income tax returns.

Life Insurance: All faculty and staff members who work 75% or more of full-time hours have life insurance of ¥10,000,000. (Annual premium ¥35,000 per person - paid by the School)

Social Insurance: The Promotion and Mutual Aid Corporation for Private Schools of Japan (PMAC) / Private School Association Insurance (P.S.A.I.) provides three types of services; namely Health Insurance, Pension Benefits and Welfare Services. These are available for all faculty and staff members who work 75% or more of full-time hours. It is a mandatory insurance for Japanese and foreign employees. (50% of the premium will be paid by the School.)

Labor Accident Insurance: All faculty and staff members have worker's compensation insurance against injury or illness incurred in the course of his/her duties. (100% of the premium will be paid by the School.)

Labor Unemployment Insurance: All faculty and staff members have Labor Unemployment Insurance who work 75% or more of full-time hours. (67% of the premium will be paid by the School.)

Health Checks: All faculty and staff members shall undergo a medical examination at the time of initial employment and, every year thereafter during the period designated by the School. The School will cover the expense, around ¥17,000, for annual health checks.

Home Leave Allowance: Upon renewal of the first contract, a full-time faculty hired abroad, who hold a foreign passport shall be eligible to receive a home leave allowance. After each two years of consecutive service, the actual round-trip economy class airfare between Tokyo and his/her domicile will be provided.

Professional Training: Faculty and staff members shall be allowed ¥100,000 for professional development instruction and training per year. The allowance will be prorated for part-time faculty and staff members.

Housing Assistance: In addition to the Housing Allowance above, the school provides direct assistance to staff in locating and contracting housing near the school. Apartments or houses are smaller compared to western/American standards.

Benefits

Situational Benefits and Allowances

Scholarships/Bursaries: The school provides for a combination of scholarship and tuition assistance for the children of Nishimachi faculty and staff members. The award is for a particular year and subject to re-application/review each year. In principle, Scholarships/Bursaries range from 10 - 50% of the total tuition cost, depending on each family's total financial circumstances. For your reference, 50% is the maximum generally allowable in Japanese schools. Scholarships/Bursaries to stand must also be financially comparable to Scholarships that Nishimachi parents can access.

Coaching Allowance: Faculty members who coach students for major school sports over a period of six to eight weeks shall receive the coaching allowance of ¥200,000 for head coach and ¥100,000 for assistant coach.

Extra Work and Additional Duties Allowances: We compensate non-supervisory faculty and staff members when they are required to work on non-working days.

Visa Assistance: All foreign hire teachers are given full assistance to complete the visa process. Our Human Resources Department will provide all the necessary information and complete the official registration procedures but supporting documents will have to be provided by the teacher. Public documents like birth certificates, marriage certificates and police clearances have to be provided in an original, authenticated version.

Taxation: By comparison to many countries, taxation rates for employees are lower. Within the first calendar year, employees pay a total of 4 to 8% of national taxes, but in the second calendar year, total taxation increases to 9 to 15% due to the addition of local taxes (depending on your personal situation, rates will change. i.e. dependents)