



**Job Title:** Education Coordinator (Saturday School)

**Sector:** Education (Language Acquisition)

**Employment Category:** Fixed Term

**Employment Type:** Part-Time (2 days a week, Saturday and 1 prep day)

**Location:** Kyoto, Japan

**Reports to:** Head of School / Principal

**Work Schedule:**

Saturdays (according to schedule, which is generally 36 Saturdays per year); 8:30am to 3:30pm (classes 9:00am to 3:00pm) plus 1 prep day per week when the program is in operation. No sick or personal days provided (each day missed may result in pay reduction).

**Base Payment:**

Starting 18,000 yen per working day (before tax; paid monthly); Employee's placement on the salary scale shall be determined according to experience and education.

**Job Description:**

The Education Coordinator (Saturday School) will be responsible for the vision, strategy, design, implementation and curriculum management of Saturday school at Kyoto International School (KIS). The individual will play a critical role in teacher training, long-time success of the program, growth of the student body, and clear parent communication. The Education Coordinator will work collaboratively with the Senior Leadership Team (SLT) at KIS, teaching team, and the finance committee.

**Responsibilities:**

- contribute to the strategic vision, planning and quality implementation of the education program;
- coordinate, cooperate, and communicate with SLT to ensure synergy with the main school and curriculum framework;
- design Saturday school program outline, curriculum, and structure for all classes;
- responsible for program budget management and project expenditures and putting in place responsible accountability systems to ensure responsible and efficient project spending;
- management and supervision of Saturday school team of teaching staff, including recruitment, staff evaluation, mediating any conflicts, and on-the-job orientation and training;
- contribute and build the capacity of program as a student feeder and language support program;
- write formalised reports and regular reports on the implementation of project activities for both internal and external use;
- provide weekly homework, regular feedback about development to students and parents;
- other tasks relevant to fulfilling the objective of the education programs at KIS;

## Qualifications

- University degree (Education, English, or TESOL/TESL/TEFL related field) preferred
- 4-6 years experience in coordinating and managing basic education-related projects for children and youth;
- Strong program planning, fiscal management, organizational and communication skills;
- Supervision and teacher training experience;
- Native English required with fluency in Japanese an asset;