



Korea
International
School



Seoul Campus Elementary School Principal

Start date: End of July, 2025



The KIS mission is to inspire students with a passion for learning and to cultivate the competence, self-assurance, initiative, and creativity necessary for success in the global community.

Design Your Future!

The principal is the sole administrator of Seoul Campus, supervises 20 full-time academic faculty and 7 teaching assistants, and reports to the KIS school director. The principal coordinates with the Seoul Campus business director to manage personnel, program budgets, resources, emergency procedures, and school operations.

The Principal:

- Upholds the KIS mission and core values
- Promotes child-centered, inclusive learning
- Supports professional growth
- Strengthens school-home partnerships

About KIS Seoul Campus Elementary School

Seoul Campus is located in the vibrant Gangnam district of Seoul. The school offers an inquiry-based, American curriculum to 165 PK-5 students. Our schoolwide Responsive Classroom approach helps all children succeed. The early years program is Reggio-inspired, and all grade levels engage in transdisciplinary, applied learning. Seoul Campus integrates nature education, outdoor experiences, and sustainability practices in schoolwide learning.

We value our family and community partnerships.

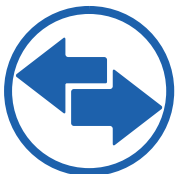
Many of our students continue their middle and high school education at KIS Pangyo Campus.

Our Core Values are:



Global Citizenship

Integrity



Adaptability

Balance in Life



Empowerment

Key Responsibilities

| Safeguarding and Well-being

- Nurture a positive school culture fostering trust, transparency, inclusion, and belonging.
- Ensure implementation and compliance of safeguarding policies

| Faculty Performance, Evaluation and Recruitment

- Appraise, coach, and supervise faculty to encourage teacher empowerment
- Analyze staffing needs, lead targeted recruitment and onboarding processes

| Teaching and Learning

- Determine annual master schedule, co-curricular programming, and community events
- Plan, monitor, and evaluate schoolwide curriculum design and implementation
- Analyze student assessment data and identify areas for growth

| Faculty Development

- Provide professional development and resources that support Seoul Campus pedagogy and strategic priorities
- Support faculty in setting and achieving professional goals

| School-Home Communication and Partnership

- Ensure regular, relevant communication with parents
- Maintain positive momentum with an active, engaged PTO

| Operational Leadership

- Maintain a safe, inspiring learning environment
- Manage academic, instructional resources, and professional learning budgets



What We're Looking For

Qualifications and Skills

- Principal certification/license
- Advanced degree in educational leadership or related field
- Minimum 2 years experience in a school leadership role
- Strong background in inquiry-based pedagogy
- Trained in safeguarding best practices
- Solutions focused approach to problem-solving
- Well-organized and a good time manager
- Excellent communicator



Personal Attributes

- Exceptional EQ and high cultural competency
- Passion for international education and cultural diversity
- Ability to adapt in a dynamic environment
- Commitment to excellence and high standards
- Ability to build strong relationships with diverse stakeholders



What We Offer

- The opportunity to lead an aspirational school community
- A collaborative and supportive work culture
- A working environment where every individual's personal and professional growth matters
- A competitive compensation package

How To Apply

Please send the following as a single PDF to adminsearch@kis.or.kr:

- Letter of interest explaining how your experiences match the role
- Current resume
- Contact information for 3 references, including the most recent supervisor

Closing date: January 10, 2025

KIS reserves the right to close the search early if an ideal candidate is found.

