

下野市外国語指導助手募集要項

Application Guidelines for Assistant Language Teacher (ALT) in Shimotsuke City.

The Shimotsuke City Board of Education (BOE) is now accepting an application for an ALT position to improve the English education in elementary and junior high schools in Shimotsuke City starting April 2018

- 1 Position Available : 1
- 2 Main Duties :

The Assistant Language Teacher shall perform duties as specified by the head of the School Education Section of the Shimotsuke Board of Education and the principal of the elementary schools and junior high schools, as set out in the following items ;

 - (1) Assistance in foreign language instruction and international education, in the preparation of teaching materials
 - (2) Assistance with English speech contests and foreign language ability contests
 - (3) Assistance with seminars for current school teachers
 - (4) Assistance with special and extra-curricular activities
 - (5) Assistance with local international exchange activities
 - (6) Other jobs and duties that are required to be important by the head of School Education Section of the Shimotsuke City BOE and principals.
- 3 Period of contract : April 1st, 2018 – March 31st, 2019.

* Re-contract is possible
- 4 Work Hours
7 hours and 45 minutes a day exclusive of break time. In principle, the hours will be from 8:00am to 4:30pm from Monday to Friday
- 5 Remuneration : 300,000 yen per month
Without provision of transportation expenses, other benefits
- 6 The Assistant Language Teacher will be enrolled in the following insurance plans, and is required to bear a portion of the expenses for contributions.
 - Health Insurance
 - Unemployment Insurance10 paid holidays.
5summer leave

7 Eligibility qualifications

- (1) Native speaker of English or native English speaker level
- (2) Be a University graduate
- (3) Maximum age of 55years (born on 2nd April 1962or later)
- (4) Be willing to make students' positive attitude toward the communication. Be willing and motivated to make a good relations with students, teachers and other staff.
- (5) Be both mentally and physically healthy
- (6) Be able to visit any schools within Shimotsuke City
- (7) Be able to make daily conversation in Japanese
- (8) Have a valid working visa for Japan as an Assistant Language Teacher
- (9) A person who has not been sentenced for a crime nor imprisonment

8 Application Procedure

To apply, send the following documents by registered mail, or deliver in person, to the School Education Section of Shimotsuke City Board of Education.

- (1) Application Form(sheet 1)
- (2) Verification Form(sheet 2)
- (3)Copy of your passport (including the page showing your visa status) and foreigner's registration card
- (4)Copy of your university certificate of graduation or the document that shows the graduation of university
- (5)Two self-addressed and stamped letter-sized envelopes
- (6)Two pictures (4cm × 3cm)

9 Office address:

〒 329-0492 26 Sasahara, Shimotsuke-shi
School Education Section of Shimotsuke City, Board of Education

10 Interview Day

To be announced later

Note: You are required to do a short demo lesson during the interview.

Lesson materials are provided by the BOE.

Hope to see you soon and good luck.