

Application Guideline for Kanuma ALT

The Kanuma Board of Education is now accepting applications for an Assistant Language Teacher (ALT) positions. Thank you for your interest in our ALT program.

1 Job Title : Temporary Local Government Employee – Assistant Language Teacher

2 Positions Available : 1

3 Workplace : Elementary schools

4 Reward : **300,000yen** (including a health insurance premium, taxes, pension reserve)

5 Duties

The ALT' s duties are to assist the Japanese teacher in English classes and make materials for classes. As such they must carry out his/her duties as an Assistant Language Teacher under the guidance of the Board of Education and Japanese teachers.

6 Eligibility Criteria

Applicants must:

- ① Be born in a country where English is used as a native language and have standard English pronunciation.
- ② Have graduated from a 4 year university.
- ③ Experience in teaching English in Japan. And/ or TESOL/TEFL/CELTA certified.
- ④ Have a positive attitude in regards to communicating with teaching staff and students at school.
- ⑤ Currently living or willing to live in Kanuma or the surrounding area, and can go to the schools throughout the city.
- ⑥ Capable of being self-reliant and independent while living in Japan.

7 Terms and Conditions

A. Period of Contract : **December 1st, 2020~March 31st, 2021**

B. Work Hours : **7 hours a day totaling 35 hours a week exclusive of break time.**

In principle, the work hours will be from 8:30am to 4:15pm from Monday to Friday.

C. Remuneration : paid according to Kanuma City Assistant Language Teachers Terms and Conditions

(Joining in the National Health Insurance plan, Contributing into the Pension Fund Program and having employment insurance is mandatory.)

8 Application Procedure

To apply, send the following documents by post, or deliver in person, to the School Education Division of Kanuma Board of Education by **November 5th**.

- (1) Application Form
- (2) Copy of your passport (including a page indicating your visa status) and foreigner's registration card
- (3) Copy of your university or post graduate school Certificate of Graduation
- (4) Letters of reference from your previous employers (if available)
- (5) **Two** Self-Addressed and Stamped Letter-size Envelopes

Employer can be available for inquiries at the School Education Division of Kanuma Board of Education. (Kanuma-Shimin Joho Center, 4th floor)

Address : School Education Division of Kanuma Board of Education 1982-18 Bunkabashi-machi, Kanuma City, 322-0064

9 Selection Procedure

- (1) Selection for an interview will be made based on the submitted documents.
- (2) Detailed information will be given to those applicants who are selected for an interview by **November 19th**
- (3) Interviews are scheduled on **November 12th 3:30pm**
- (4) Interviews are held on **the 5th floor in Kanuma Shimin Joho Center.**
(1982-18 Bunkabashimachi, Kanumashi, 322-0064)

10 Results

- (1) Results will be sent to each applicant by post.
- (2) Inquires about the results by phone, email or fax will not be entertained.

11 Remarks

If you need more information, please contact:

School Education Division of Kanuma Board of Education TEL 0289-63-2236 email kyoiku@city.kanuma.lg.jp ✂Inquires by e-mail preferred
