

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 Position Available: a few

3 Work Place : Elementary Schools or Junior High Schools in Kanuma city

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(or grew up with English as your mother tongue)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 : April 1st, 2025~March 31st, 2026
- B. Work Hours : 7hours a day totaling 35hours a week exclusive of break time.
- 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 Division of Kanuma Board of Education by December 27th, 2024.

- 1)Application Form(We would appreciate if the application is written in Japanese but it doesn't affect the result if it's Japanese or English.)
- 2)Copy of your passport(including a page indicating your visa status) and foreigner's registration card
- 3)Letters of reference from your previous employers(if available)

4) Copy of your university or post graduate school Certificate of Graduation

5) Two Self-Addressed and Stamped Letter-size Envelopes

Employers 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, Tochigi 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 January 13th. (If there are many applicants, there is document screening.)
- 3) Interviews are scheduled on January 17th, 2025.
- 4) Interviews are held on the 3rd floor in Kanuma Shimin Joho Center.  
(1982-18 Bunkabashi, Kanumashi, Tochigi 322-0064)

## 10 Results

- 1) Results will be sent to each applicant by post. (In about three weeks)
- 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](mailto:kyoiku@city.kanuma.lg.jp)

※ Inquires by e-mail preferred