

Fiscal Year Appointment Staff Recruiting High School Assistant English Teacher: April 2020 Start

Educational Personnel Department
Kurume City Board of Education

- 1 Number of Hire : 2
- 2 Job Title : Assistant Language Teacher (ALT)
- 3 Placement : Fiscal Year Appointment Staff
- 4 Duties of the ALT :

The ALT shall perform duties as established by the Supervisor and/or principal of the board of education and/or school, as specified in the following items :

 - Assist in foreign language instruction at senior high schools.
 - Assist in the preparation of teaching materials and in foreign language ability contests.
 - Assist in seminars for current foreign language teachers.
 - Assist in special and extra-curricular activities.
 - Engagement in local international exchange activities.
 - Any other duties deemed necessary by the Supervisor or the school principal.
- 5 Period of Appointment : April 1, 2020 to March 31, 2021
(Renewal possible 2 times. May reapply on the 4th year.)
- 6 Eligibility : The applicants must meet the following requirements.
 - ① The applicants must be a native speaker of English.

* In the case of foreign nationality, it is necessary to have a working-visa from the Japanese Government, or to be able to obtain one by the time of employment.
 - ② The applicants must be strongly motivated to take part in the teaching of English.
 - ③ The applicants must hold at least a Bachelor's degree or obtain one by the time of employment, or be qualified to teach at secondary schools or obtain such qualifications by the time of employment.

* If employed it will be necessary to provide a document showing proof of your Bachelor's degree or teaching qualification.
- 7 Work Place : Nanchiku High School or Kurume Commercial High School
- 8 Working Hours : Five days a week, Monday to Friday from 8:30 a.m. to 4:15 p.m.
(45 minute break) no overtime hours
- 9 Holidays : Saturdays, Sundays, National Holidays, New Year's Holidays

- 1 0 Paid Time Leave : 20 Days Paid Time Leave in addition to Special Summer Holidays
- 1 1 Compensation : Monthly 300,000 円
- 1 2 Welfare :
Health insurance, social security, employment insurance, and workmen's compensation insurance provided.
- 1 3 Travel Allowance : Travel Allowance is reimbursed for work related travel
(Any other transportation fee incurred within a task assigned by the Board of Education will also be covered)
- 1 4 Documents :
- 1) Resume (Kurume City Board of Education designation style)
(write your full name in your own handwriting, photo must be affixed)
 - 2) Copy of residence card (in the case of foreign applicants)
Copy of a certificate of residence (in case of Japanese applicants)
 - 3) An 84-yen-stamp-affixed, self-addressed envelope (for sending interview information)
[Size: 23.5×12 cm (chokei-3-gou), Postal code, address and name must be clearly written.]
 - 4) An 84-yen-stamp-affixed, self-addressed envelope (for sending the result of the interview)
[Size: 23.5×12 cm (chokei-3-gou), Postal code, address and name must be clearly written.]
- 1 5 Issue of Application Form :
Application form is distributed from Monday, February 10, 2020.
(Except Saturdays, Sundays and national holidays)
- 1 6 Place of Acceptance :
Educational Personnel Department, Kurume City Board of Education 17th Floor, Kurume City Hall (15-3, Jonan-machi, Kurume City, Fukuoka Prefecture) Phone: 0942-30-9215
- 1 7 Due Date :
- ① Please ship registered to :
Educational Personnel Department, Kurume City Board of Education, 15-3, Jonan-machi, Kurume City, Fukuoka Prefecture 830-8520
(Accepting applications that have been shipped between February 10 to February 19, 2020.)
 - ② If bringing documents in person, please bring all necessary documentation by February 19, 2020. (Mon-Fri 9:00am – 5:00pm) (Except Saturdays, Sundays and national holidays)

(N. B.,)

- ① Documents submitted will not be returned.

- ② Incomplete or insufficient documents are not accepted.
- ③ If false statements are written in the documents, employment will be terminated.

1 8 Application Process : Evaluating Documents and Individual interview for twenty minutes

1 9 Date, Time and Place of the Interview:

- ① Date and Time : 9:00 a.m. - 1:00 p.m. , February 29, 2020
* Starting time of the interview for each applicant will be notified separately.
- ② Place : Conference Room on the 3rd Floor of Kurume City Hall
15-3, Jonan-machi, Kurume City, Fukuoka Prefecture
Phone: 080-9067-0428 (Valid only on the day of the examination)

2 0 Notification of the Result of the Interview :

The result of the interview will be notified to every applicant by mail. No information regarding the result of the interview is available by phone.

2 1 For further details, please contact :

Educational Personnel Department, Kurume City Board of Education
Phone: 0942-30-9215
Person in charge: Akiyoshi(e-mail : takiyosh@city.kurume.fukuoka.jp)