

# High School Assistant Language(English) Teacher Selection and Recruitment Guidelines For 2023\*

Educational Personnel Department  
Kurume City Board of Education

\*The original of the guidelines shall be prepared in the Japanese language. An English translation of the guidelines may be provided for reference purposes only, but, in the event of any difference or discrepancy between the Japanese original and the English translation, the Japanese original shall govern and supersede the English translation.

## [Purpose of selection]

Kurume City Board of Education has assigned assistant language teachers(ALT) to two municipal high schools in order to promote the creation of classes targeted at the four skills of English and enhance the students' communication ability in English. We will select and recruit ALTs who contribute such English education in our high schools.

## [Overview of ALTs]

- Working at a municipal high school as a fiscal year appointment staff, assist Japanese teachers of English (JTE) in creating teaching materials and making teaching plans, and teach classes with JTE.
- Perform such general duties of a teacher as assignment of tasks and management of students' club activities.
- Monthly remuneration shall be 280,000 yen during the ALT's first year, 300,000 yen during the ALT's second consecutive year, 325,000 yen during the ALT's third consecutive year, and 330,000 yen during the ALT's fourth consecutive years and above of. (Term-end allowance will not be paid)
- Even those without a teacher's license may apply, regardless of nationality.

## 1. Application period and selection schedule

Application period	From 9:00 a.m. on Wednesday, January 18, 2023 9:00AM~ Until 5:00 p.m. on Wednesday, February 8, 2023 ~5:00PM
Dates of selection	Saturday, February 18, 2023 10:00AM ~

## 2. Number of job openings 2

## 3. Period of Appointment : April 1, 2023 to March 31, 2024

\*the ALT's appointment for a period of one year may be renewed up to twice if the ALTs show good work performance and their school principals deem them irreplaceable on administering school affairs, and if KBOE deems them competent to fulfill their appointment. The ALT may reapply on their 4th year.

#### 4. Description of duties

The ALT shall perform duties as established by the Supervisor (school principal) , 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. Qualifications for selections

The applicants must fulfill all the following requirements.

- ① The applicants must be a native speaker of English.  
\*In the case of having 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 understand the teaching profession to teach English, and be willing to work on it, or the applicants must be qualified in English teaching.
- ③ The applicants must hold at least a bachelor's degree or earn one by the time of employment, or be qualified to teach at secondary schools or get such qualifications by the time of employment.

#### 6. Documents required for selections

Applicants should submit the following documents.

- ① Curriculum Vitae (using the format Kurume City Board of Education specified)

Download and fill out the prescribed CV form from the website following.

<https://www.city.kurume.fukuoka.jp/1500soshiki/9171kyoushoku/3010oshirase/2023-0116-1116-306.html>

Applicants can start downloading it after January 18th, 2023.

- ② Copies of the documents that verify the qualifications such as bachelor's degree and teaching qualifications written in the resume.

\*Contact us in the case the applicants who are unable to submit the copies of those documents to meet the due date.

- ③ Your own teaching(lesson) plan for an English class
  - A4 size paper, in Japanese or English, in any format
  - The subject of the lesson :

“Introducing yourself in the first lesson at the school you are assigned as ALT”

- The teaching(lesson) plan must be included the following 2 points.

- your introduction
- deepening the students' knowledge and understanding about your country, and its culture

\* The materials such as worksheets and handouts used in the class must be submitted.

④ Two envelopes\* of 84-yen-stamp-affixed, self-addressed

\*[Size: 23.5×12 cm (chokei-3-gou), postal code, address and name must be clearly written.]

- For sending admission tickets and interview information, and the result of the interview

## 7. Mailing address / Address to bring the documents in person

During the application period, please send or bring the required documents to the following.

Educational Personnel Department, Kurume City Board of Education 17th Floor,  
15-3, Jonan-machi, Kurume City, Fukuoka # 830-8520

Phone: 0942-30-9215

## 8. Due Date

By post : send by registered mail

February 8, 2023 as indicated by the postmark on the envelope

Pass directly :bring all the documents

February 8, 2023 (Mon-Fri 9:00am – 5:00pm except national holidays)

### 【Notes】

- ① The submitted documents will not be returned.
- ② Incomplete or insufficient documents are not accepted.
- ③ Job offer to the person that has written false statements in the documents will be cancelled.

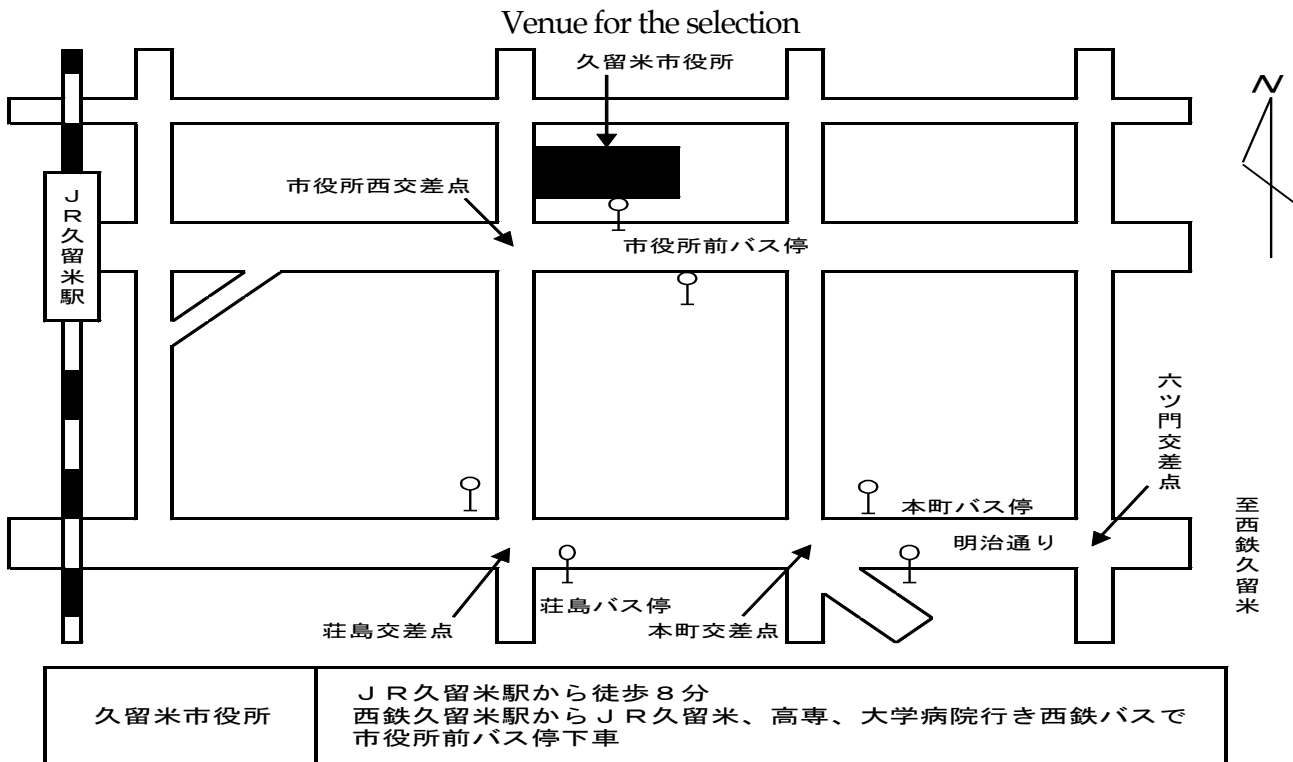
## 9. Selection method

○ Document screening (Please refer to “6. ①～③”).

○ Personal Interview (mainly in Japanese, 5 interviewers, approximately for 20 minutes)

## 10. Date, time and venue of the selection

Date and time	Saturday, February 18, 2023 10:00~ Time of the Interview for each applicant and other details will be included in the admission ticket.
Venue for the selection 【see the map below】	Kurume City Hall 3 <sup>rd</sup> floor 15-3, Jonan-machi, Kurume City, Fukuoka # 830-8520 Phone: 080-7247-1763  (Only for use on the day of the selection)



## 11. Selection results

- ① Announcement: Inquiries by phone are unavailable.

Date	Tuesday, February 28, 2023 [TBA]
Method	[Personal notification] We will notify all the applicants of the result by mail. [Online] The successful applicants' numbers will be posted on the web page of Kurume City at 10:00 AM.

- ② Request for information disclosure of the result :

Only the unsuccessful applicant himself/herself can request to disclose his/her own score of the selection in the following procedure.

- Please contact us at the Educational Personnel Department, Kurume City Board of Education ( 17th floor of the City Hall ), bringing two documents below:
  - your admission ticket for the interview
  - your ID card such as a driver's license and a passport
- Disclosure Period : Tuesday, February 28, 2023 ~ Tuesday, March 28, 2023  
(Mon-Fri 9:00am - 5:00pm except national holidays)

## 12. Procedures for hiring

- Applicants who pass the ALT selection and recruitment process should submit documents necessary for the hiring procedure prior to the designated deadline.  
The documents mentioned above shall be as follows:
  - The documents that are not submitted yet, if any.
  - pledge, statement of agreement (Details will be separately provided to successful applicants.)
- Prior to employment, successful applicants will be required to undergo a medical examination, and submit a medical certificate. (Details will be separately provided to successful applicants.)

Applicants who have submitted said documents and meet the eligibility requirements will be hired on April 1, 2023.

## 13. Hiring

- Work Place : Nanchiku High School or Kurume Commercial High School
- ※We may not hire applicants who do not meet the eligibility requirements or those who are found to have committed misconduct that makes them unfit for office. If facts need to be confirmed, the applicants themselves and others may be contacted.

## 14. Working conditions

- (1) Working Hours : Five days a week, Monday to Friday from 8:30 a.m. to 4:15 p.m.(45 minute break)
- (2) Holidays : Saturdays, Sundays, National Holidays, New Year's Holidays
- (3) Paid Time Leave : 20 Days Paid Time Leave in addition to Special Summer Holidays
- (4) Remuneration : Monthly 280,000 yen during the ALT's first year,  
300,000 yen during the ALT's second consecutive year, 325,000 yen during the ALT's third consecutive year, and 330,000 yen during the ALT's fourth consecutive years and above of.  
(Term-end allowance will not be paid)
- (5) Welfare : Health insurance, social security, employment insurance, and workmen's compensation insurance provided.
- (6) Commuting allowance :Commuting allowance shall be determined following the same procedure as is used for the regular teachers of municipal high schools, and be added to the monthly remuneration.

(Travel Allowance is reimbursed for work related travel: Any other transportation fee accrued within a task assigned by Kurume City Board of Education will also be covered.)

## **15. Applications and inquiries**

Educational Personnel Department, Kurume City Board of Education 17th Floor,  
15-3, Jonan-machi, Kurume City, Fukuoka # 830-8520

Phone: 0942-30-9215

Email : [kyosyoku@city.kurume.lg.jp](mailto:kyosyoku@city.kurume.lg.jp) \* We ask that inquiries are, in principle, sent via e-mail.