

Guidelines for the 2016 Ginowan City ALT·JTE Applicants

1. Position

Assistant Language Teacher (ALT)

Japanese Teacher of English (JTE)

These positions are for elementary schools in Ginowan City

**** This is a temporary position ****

2. Qualifications/Requirements

(1) Possess legal residency and permitted to work (with no restrictions).

For non-Japanese applicants

(2) Graduated from a college or a university

(3) A native speaker or a speaker of English as a second language or be able to communicate in English sufficiently

(4) Be able to follow Japanese teachers' instructions

(5) Be willing to participate in school events and extracurricular activities

(6) Does not have any pending disciplinary or legal problems

3. Responsibilities

(1) Support for teaching English at an elementary school .

(2) Planning and preparing teaching materials.

(3) Teaching English using team-teaching method with homeroom teachers at an elementary school (or with English teachers at a junior high school).

(4) Other things that the school principal orders.

4. Appointment Period (Within 1 year)

①April 4, 2016 (Mon) – July 19, 2016 (Tue)

②August 25, 2016 (Thu) – December 31, 2016 (Sat)

③January 1, 2017 (Sun) – March 24, 2017 (Fri)

* The period from December 29, 2016 to January 3, 2017 shall be excluded.

* The working days shall be 211 days.

5. Working Conditions

(1) Working hours

Monday through Friday 8:15 a.m. - 5:00 p.m.

* No school on Saturdays, Sundays, public holidays, Okinawa Memorial Day, year-end and the New Year holidays.

* The school principal may change the working hours stated above depending on school events.

(2) Salary

Daily wage: 12,000 yen

Commuting allowance shall be provided according to the City Regulations.

(3) Paid leave

Paid leave shall be provided according to the City Regulations.

(4) Insurance, etc.

Unemployment insurance, health insurance and pension fund shall be deducted from monthly salary.

6. How to Apply

(1) Documents to be submitted

a) FY2016 Ginowan City ALT/JTE Application Form

(the form designated by the City)

* Please use the attached application form (PDF file)

b) Copy of diploma

c) Copy of passport (pages showing your photo and visa status) *ALT applicants only*

d) Copy of Alien Registration Card or Resident Card *ALT applicants only*

e) Copy of teacher's license or any other licenses or certifications related to English education

f) Reference (If you have)

g) Copy of driver's license (If you have)

h) Return envelope (w/stamp)

(2) Submission destination

Ginowan City Board of Education Guidance Section

(*on the second floor of Ginowan City Water Bureau Building)

Address: 〒901-2203 730 Nodake, Ginowan City, Okinawa

* Please bring all the required documents to the Board of Education or send them by mail. We will not accept the documents sent by E-mail or Fax.

* The Board of Education accepts applications from 9:00 a.m. to 4:00 p.m. except for Saturdays, Sundays and public holidays.

8. Selection Process

Candidates will be examined upon submission of documents (first examination), and those who passed the first examination will be invited for an oral interview (second examination). The result of the second examination will be sent to you by mail using the return envelope you provide.

Inquiries:
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