

# Guidelines for FY 2018 Ginowan City ALT Applicants (To Fill an Open Position)

## 1. Position

Assistant Language Teacher (ALT) at an elementary school or a junior high school in Ginowan City

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

## 2. Recruitment Period

### Open until filled

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

## 3. Qualifications/Requirements

- (1) Possess legal residency and permitted to work (with no restrictions) in Japan.
- (2) College/university graduates with a bachelor's or an associate's degree
- (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 (including a teacher in charge, vice principal, and principal)
- (5) Be willing to participate in school events and extracurricular activities
- (6) Does not have any pending disciplinary or legal problems

## 4. Responsibilities

- (1) Support for teaching English at an elementary school (or at a junior high school).
- (2) Planning and preparing teaching plans & materials.
- (3) Teaching English using a team-teaching method with homeroom teachers at an elementary school (or with English teachers at a junior high school).
- (4) Co-operating with the Japanese teachers and school principal

## 5. Appointment Period (Each period noted below is subject to change)

<1st-period> July 1, 2018 - July 20, 2018 (Fri)

<2nd-period> August 27, 2018 (Mon) - December 31, 2018 (Mon)

<3rd-period> January 1, 2019 (Tue) - March 22, 2019 (Fri)

\* Appointment period may extend. (It will be determined by BOE in the end of each appointment period)

\* Total Working days in a FY2018 (1st ~3rd periods combined) are approximately 152 days.

## 6. Working Conditions

### (1) Working hours

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

\* Occasionally work on weekends depending on school events

\* 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.

\* There will be no working days in a summer break period.

(2) Salary

Daily wage: 12,000 yen

\* Remuneration payments will be made through transfer to ALT's bank account on the 25th of the following month.

\*Commuting allowance shall be provided according to the City Regulations.

(3) Paid leave (Annual and sick leave)

Paid leave shall be provided accordingly by the City Regulations.

(4) Insurance, etc.

Unemployment insurance, social health insurance and pension fund shall be directly collected from your monthly salary.

\* You must return your health insurance card (including your dependents') at the end of 1st & 3rd appointment periods.

\* If a monthly premium of what's stated above cannot be collected directly from that month's salary, it will be collected in the following month along with the following month's premium. (2 payments in total)

\* July and March premium for social health insurance & employees' pension will not be collected from your salary so you must buy other kind of health insurance and pension on your own (including your dependents') for those 2 months.

(e.g. National Health Insurance, National Pension)

## 7. How to Apply

(1) Documents to be submitted

a) FY2018 Ginowan City ALT/JTE Application Form

(The form designated by the City)

\* Please use the attached application form (PDF file) or visit Ginowan city Board of Education.

b) Copy of diploma

c) Copy of passport (pages showing your photo and visa status)

d) Copy of Alien Registration Card or Resident Card

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

f) Reference (If available)

g) Copy of driver's license (If available)

(2) Submitting 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 Phone: 098-892-8289

\* Please bring all the documents required above to Ginowan city Board of Education. Please note that we will not accept the documents sent by postal mail, E-mail or Fax.

\* Please call the person in charge (Tamaki) before you bring the documents.

## 8. About the Interview

\* Each interview takes approximately 15-20 minutes.

\* Please also prepare for a 3minute- trial lesson (mock lesson). The contents of the lesson should be intended for elementary school students.

## 9. Interview Venue

Ginowan City Board of Education, Guidance Section

(\*2nd floor of Ginowan City Water Bureau Building)

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

## 10. Selection Process

### 1<sup>st</sup> examination

Candidates will be examined upon submission of documents.

### 2<sup>nd</sup> examination

Candidates who pass the 1<sup>st</sup> examination will be invited for an oral interview.

The results of 2<sup>nd</sup> examination (Oral interview) will be posted on our homepage.

Ginowan city Board of Education HP: <http://www.ginowan-okn.ed.jp/index.jsp>