

Application Guidelines for Ginowan City Fiscal Year Appointed Employee for ALT Positions FY2026

1. Position

Assistant Language Teacher (ALT) at elementary and junior high schools.

****We welcome all nationalities (foreign countries, Japan) for this position.**

****This is a Fiscal Year Appointed Employee position (Part-time).**

2. Recruitment Period

December 5, 2025 (Fri) ~ December 26, 2025 (Fri)

*We accept applications from 9:00 a.m. to 4:00 p.m. except on Saturdays, Sundays and public holidays.

3. Requirements *An applicant must meet the following eligibility requirements

(1) Possess legal residency (visa) and permitted to work in Japan with no restrictions. The visa status of Education or Engineer/Humanities/International Services is also accepted.

*This is for applicants with non-Japanese citizen *

(2) College/university graduates with a bachelor's or an associate's degree
(Or those who have equivalent qualifications)

(3) A native speaker or a speaker of English as a second language (Or the person with English proficiency)

(4) Be able to follow instructions of the principal and faculty of the school where you are assigned

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

(6) Never been subjected to disciplinary actions and engaged in illegal activities at work

4. Responsibilities

(1) Assist in teaching English classes at elementary and junior high schools in Ginowan city

(2) Assist in the preparation of teaching materials for English classes

(3) Assist teachers in charge of foreign languages activity for in-service training

(4) Cooperation in special and extracurricular activities

(5) Handle other duties that a school principal deems necessary

5. Appointment Period

April, 2026 - March, 2027

*Total Working days : 195~200 days. (Subject to change)

*The number of working days may be different between elementary and junior high schools.

*Employment contract may be renewed with the approval of Ginowan city board of education.

6. Working Conditions (Remuneration, allowances, vacation, etc. are subject to change due to amendments to ordinances, regulations, etc.)

(1) Working hours (as a general rule)

Monday through Friday 8:15 a.m. ~ 16:45 p.m. (7.5 hrs.)

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

*The working hours stated above is subject to change depending on the school's timetable.

*As a general rule, it is not required to work during any school closures. (e.g. summer break.) No Pay

(2) Work Place

Elementary schools and Junior high schools in Ginowan city

(3) Salary

Hourly wage: ¥ 1,669 ~

(4) Other Benefits

①Term-end & diligence allowances (Bonus) are provided twice per year.

②Commuting allowance shall be provided based on the employee standards.

*Provided when a person uses a motor vehicle or other transportation equipment for commuting.

(A one-way distance must be more than 2 km)

Walking, pick-up and drop-off, and carpooling are not eligible.

(5) Paid leave (Shall be provided based on employee standards.)

Annual paid leave, sick leave, summer holiday, sick/injured child care leave (for children up to 6th grade), bereavement leave, etc.

(6) Social Insurance Premiums

You are obligated to enroll in employment insurance, Mutual Aid Association (MAA) of public-school teachers (public medical insurance system) and employees' pension insurance. The premiums and resident tax will be deducted directly from your monthly salary.

If, however, the full amount cannot be collected due to insufficient salary, the uncollected amount will be collected in the following month (or previous month) along with that month's premium. (Two payments in total will be collected.)

(7) A code of conduct

Service regulations stipulated in the Local Public Service Law apply (Oath of service, obligation to comply with laws and regulations and orders from superiors, prohibition of acts that undermine credibility, obligation of confidentiality, obligation to devote oneself to duties, restrictions on political actions, prohibition of industrial action, restrictions on engaging in profit-making companies, etc.).

(8) A parking fee will be collected from employees who commute by a private car or motorcycle and use the parking space within the school facilities. (Private car: ¥3,000, Motorcycle: ¥500)

(9) Those utilizing the school lunch service will be required to pay the established fee.

7. How to Apply

(1) Documents to be submitted (It will not be returned.)

① Ginowan City Fiscal Year Appointed Employee Application Form (Form 1)

*Please print out the form from the Ginowan city homepage or visit Ginowan city Board of Education.

② A copy of your college diploma

③ A copy of your passport (pages showing your photo and visa status) *For non-Japanese citizen

④ A copy of your residence card *For non-Japanese citizen

⑤ A copy of your teacher's license or any other licenses or certifications related to English education (If applicable)

⑥ References (If applicable)

⑦ A copy of your driver's license (If applicable)

(2) Where to Submit

Ginowan City Board of Education, Guidance division (Ginowan city water & sewage bureau bldg., 2F)

Address: 〒901-2203 730 Nodake, Ginowan City, Okinawa Phone: 098-892-8289

*Please submit all the required documents ①～⑦ to Guidance div. (Shidō-ka) at Ginowan city board of education. We will then give you an application No.

We will not accept the documents sent by postal mail, E-mail or Fax.

8. Interview Schedule

(1) Period January 19, 2026 (Mon) ~ January 30, 2026 (Fri)

(2) Time Each interview takes approximately 20 minutes.

(3) Place Ginowan City Board of Education, Guidance division

(Ginowan city water & sewage bureau bldg., 2F)

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

(4) Remarks

① An interview for a new applicant includes a 3minute-demo lesson. The contents/topic of the lesson should be intended for elementary school students.

② Please prepare teaching materials yourself. (You choose the contents/topic)

③ We will have followings ready on your interview day: a whiteboard, markers, and magnets.

9. Job Screening Process & Results

(1) 1st screening: Candidates will be examined upon the documents submitted; for those who pass the 1st screening will be invited for an oral interview. On or after January 9, 2026, the results (application number along with the interview date & time) of 1st screening will be posted on Ginowan city homepage Notification column. Please verify your interview schedule.

(2) 2nd screening: In the middle of February 2026, the interview results (application number) will be posted on Ginowan city homepage Notification column.

*Please be sure to keep your application number card at all times.

*Ginowan city HP: <https://www.city.ginowan.lg.jp/index.html>

10. Remarks

Please note that a job offer for a candidate who passes the 2nd screening (interview) remains unofficial until the budget for the ALT program is confirmed by the Ginowan city assembly in March.