

Guidelines for Ginowan City Fiscal Year Appointed Employee for ALT Positions FY2024**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 (PT).

2. Recruitment Period

Until the positions are filled

* 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 deem necessary

5. Appointment Period

Next earliest appointment date - March, 2025

* 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 (As a general rule)

(1) Working hours

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 and junior high schools in Ginowan city

(3) Salary

Hourly wage: ¥ 1, 585~

(4) Other Benefits

①Term-end allowances (Bonus)

②Commuting allowance shall be provided based on 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)

(5) Paid leave (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)Mutual Aid Association (MAA) of public school teachers (public medical insurance system)

You are obligated to enroll in employment insurance, Mutual Aid Association (MAA) of public school teachers (public medical insurance system) and employees' pension insurance.

*Your monthly premium for above shall be directly collected from your monthly salary; however, if it cannot be collected due to insufficient salary, it will be collected in the following month (or previous month) along with the following month's (or previous month) premium.

(2 payments in total)

(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: 3000 yen Motorcycle: 500 yen)

7. How to Apply

(1) Documents to be submitted

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 alien registration card or 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

(2nd floor of Ginowan city water & sewage bureau building)

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 Details

(1)Time: Each interview takes approximately 20 minutes.

(2)Place: Ginowan City Board of Education, Guidance division

(*2nd floor of Ginowan city water & sewage bureau building)

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

(3)Demo Lesson

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

②Please prepare teaching materials yourself.

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

9. Results

The interview results (application number) will be posted on Ginowan city homepage Notification column. (We will notify you if we take a different way to notify the interview results)

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

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