

2020 Ohtawara City Foreign Language Teaching Assistant : Job Details

Ohtawara City is now recruiting Foreign Language Teaching Assistants(ALTs) to work in elementary and junior high schools from October 2020 to March 2021.

1 Application criteria :

- Applicants must be from a country whose first language is English, or that lists English amongst its official languages, and must have a command of English equivalent to that of a native speaker.
- Applicants must be, at minimum, university graduates.
- Applicants must have at least one year's experience working as an ALT.
- Applicants must have a cooperative nature and be ready to take a positive attitude towards communication with students and teachers.
- Applicants must have a positive attitude towards the teaching of English.
- Applicants must be in good physical and mental health.
- Applicants must be able to speak Japanese at a conversational level, including discussing lesson plans with teachers.
- Applicants must have a valid Japanese work VISA.
- Applicants must be ready to eat lunch with their students.
- Applicants' attitude and appearance must befit the role of a teacher of children.
- Applicants must not have served time in prison.
- Applicants must live in or plan to move to Ohtawara City or the surrounding area, and must be responsible for their own commute to their workplace(s), which could be anywhere in the city.
- Applicants will be responsible for finding and arranging their own accommodation.

2 The following documents must be submitted with all applications.

- (1) Resume (set format, see below*)
- (2) Copies of passport (photo page), work VISA and extensions, if applicable, and foreign resident's card (or a resident card).
- (3) Copy of university degree certificate
- (4) Two clearly self-addressed envelopes, each with an 84 yen stamp.
- (5) A reference from the applicant's most recent employer or school.

* A copy of the resume template may be downloaded from www.city.ohtawara.tochigi.jp Alternatively, they are available at the Board of Education. Applications submitted without all the above listed documents will not be considered.

Please note that documents submitted as part of the application process will not be returned.

3 Applications should be sent or delivered directly to:

〒324-8641 Tochigi Ken Ohtawara Shi, Hon-cho 1-4-1
Ohtawara Board of Education, School Education Division

- 4 Applications will be accepted between the following dates:
August / 11th / 2020 - September / 4th / 2020
- 5 Selection of candidates will be a two-part process:
 - a) Candidates applications will be reviewed and
 - b) Selected candidates will be interviewed in English and Japanese.
(details of which will be supplied later)
- 6 Interview date and time will be announced later.
- 7 Applicants will be informed of their result at a later date.
Questions about the selection process will not be received.
- 8 For further enquiries contact *Shintaro Tanaka* at the School Education Division of the Ohtawara City Board of Education on 0287(23)3125
- 9 Conditions of Employment

Main Duties	<ul style="list-style-type: none"> • Foreign language classes at elementary and junior high schools; promotion of language acquisition, internationalization; assistance in the preparation of teaching materials. • Assistance with English speech contests and other tests. • Assistance with seminars at the workplace. • Assistance with special and extra-curricular activities. • Participate in workshops given by the board of education. • Assistance with implement the city's elementary school curriculum. • Help to foster internationalization in the community. • Other responsibilities as deemed necessary by the Board of Education/ school principal.
Period	October / 1 st / 2020 – March / 31 st / 2021
Work days	5 days per week, Monday to Friday, excluding national holidays
Work hours	7 hours per day, as it applies to the assigned school.
Salary*	280,000 yen per month (with no transport, expenses allowance)
Welfare	social insurance, employment insurance included.

* The monthly gross remuneration for a ALT shall be 280,000 yen (3,360,000 yen per year) and if the ALT is reappointed, 290,000 yen (3,48,000 yen per year) during the ALT's second year of appointment and 300,000 yen (3,600,000 yen per year) during the ALT's third year of appointment.