

ALT Positions Available in Shizuoka City

The Shizuoka City Board of Education is seeking candidates to fill the position of Assistant Language Teacher in Shizuoka City elementary and junior high schools. The following is a summary of the application procedure. Please also read the 'Application Guideline for Employment of Privately Contracted Assistant Language Teachers in Shizuoka City' for more details.

- 1 Job Title/ Position** Fiscal Year Appointed Employee
(School Education Division) (Assistant Language Teacher)
- 2 Number of Positions** Several positions available
- 3 Contract Period** From August 1st, 2024 to July 31st, 2025
 - ※ For applicants selected as alternate candidates (i.e. those applicants not immediately selected for this position), an employment offer may be extended by the Board of Education if any private ALT positions become available by September 30th, 2024.
 - ※ Employment is contingent on performance. In principle, you will be considered an official employee only after showing a favorable work performance in the first month. (Local Public Service Act, Article 22.2, Paragraph 7) This also applies to reappointing employees.
 - ※ You will only be considered for reappointment after demonstrating good work performance. However, in the event that the job is discontinued due to restructuring or budgeting, there will be no reappointment.
 - ※ Those who re-contract will be employed from the period of August until the end of July of the following year for a period of one year. The longest you may be continuously employed shall be 5 years, starting from your first day of employment.
- 4 Working Conditions**
 - 1) Hours 35 hours a week (Monday through Friday) exclusive of break time, from 8:30 AM to 4:30 PM (7 hours a day plus 1 hour of break time, 5 days a week)
 - 2) Holidays Saturdays and Sundays, Japanese National Holidays (those defined by Japanese National Holiday Law), and the New Year's period from December 29th to January 3rd of the following year
 - 3) Monthly Remuneration 280,000 yen to 330,000 yen per month (estimated)
 - ※ Monthly remuneration will be based on work experience. In the case of re-contracting after the appointment of this job posting, the maximum time of reappointment is 5 years, and the upper limit of remuneration is scheduled to be 330,000 yen.
 - ※ No additional remuneration shall be paid for overtime, holidays, or night shift. There is no end-of-year bonus.
 - 4) Annual paid leave, etc. Up to a maximum of 15 days annual leave will be granted after 6 months from the start of employment.

In addition, sick leave (granted in cases of illness), special leave (marriage leave / maternity leave / bereavement leave / care leave / Work-Life Balance leave / summer leave), nursing care leave (granted in cases where it is necessary to care

for one who has difficulties in their everyday life) and child-rearing leave will also be available for use.

All employees will be enrolled in *shakai hoken* (social insurance).

- 5) School assignment Assigned elementary school / junior high school determined by Shizuoka City School Education Division (Smoking is prohibited on school grounds)
- 6) Other The stipulations of the sections within the Local Public Service Act titled "Change in Employment Status and Disciplinary Action" and "Conduct" will apply. The ALT shall not accept employment from any additional commercial enterprises without first obtaining permission from the Board of Education.

5 Eligibility Criteria

- 1) The applicant must currently have or be able to obtain one of the following types of visas to work in Japan by the start of the contract period:
[Instructor], [Permanent Resident], [Spouse or Child of a Japanese National], [Spouse or Child of Permanent Resident], or [Long Term Resident].
- 2) The applicant must hold a bachelor's degree from an accredited university
- 3) The applicant must be a national of an English-speaking country at the time of application
- 4) Those who do not fall under any of the following (Local Public Service Act, Article 16):
 - (a.) Anyone who has been incarcerated (or has received a penalty more severe than incarceration) and has yet to finish their sentence
 - (b.) Former Shizuoka City employees who have had less than two years pass since being dismissed for disciplinary reasons.
 - (c.) Anyone who has either formed or joined a political party or organization that intends to use violence to destroy the Constitution of Japan or the government established under it.

6 How to Apply

Applicants are to submit the following documents in person OR mail them to the Shizuoka City Board of Education, School Education Division (Shimizu Ward Office, 8th Floor).

※Documents sent by mail must be postmarked within the application period.

Documents to submit:

1) Shizuoka City Fiscal Year Employee Employment Application Form

2) Resume (A4 size, 1-page limit)

※ Other format specifics are at applicant's discretion.

※ Must be in Japanese or English.

Your resume must include *all* of the following information:

Name / Current Address / Phone Number / Email Address / Nationality / Educational Background / Employment History / Relevant Qualifications / Emergency Contact Address & Phone Number / Level of English Ability / Level of Japanese Ability

3) Two separate letters of recommendation that were written in the past three months

※ Can be written in English OR Japanese

※ Must include: referrer's name (typed) AND signature or personal seal (hanko)

※ If the letters of recommendation don't have both of the above, you will not pass document

inspection.

4) A copy of your degree certificate or certificate of college/university graduation (1 page)

5) Both of the following:

a) A copy of your passport (the page with your name)

b) A copy of both sides of your residence card

6) Personal Essay (written in English) (1 page)

※ Format: Single-spaced / A4 size

※ Prompt: Please write about what you would like to try and/or accomplish at the Shizuoka City Board of Education if hired

7) If applicable: A copy of any English-education certifications you have received (e.g. TEFL/TESL)

7 Application Period

Thursday, April 25, 2024 ~ Friday, May 24, 2024

※ Documents sent by mail must be postmarked within the application period.

※ If you choose to submit directly in person, applications will be accepted from 8:30 a.m. to 5:15 p.m. with the exception of Saturdays, Sundays, and Japanese national holidays.

※ Personal information obtained during the interview or from submitted documents will not be used for any purpose other than the screening and selection process.

※ Submitted documents will not be returned.

※ Applicants must fill out the application form for themselves.

8 Selection Process

Primary screening: Document inspection

Secondary screening: Interview, Demo Lesson (Scheduled for June 10th, 2024)

※ (Applicants who have applied will be contacted after the primary screening regardless of passing or failing. Applicants who have passed the primary screening will be contacted with the interview date/time.)

9 Inquiries

Shizuoka City Board of Education (Education Division)

〒424-8701 Shizuoka-shi, Shimizu-ku, Asahi-cho 6-8

Board of Education (School Education Division)

Ashley Arce & Jacob Owens

Tel: 054-354-2521 | E-mail: alt@city.shizuoka.lg.jp

※ Phone calls will be accepted from 8:30 a.m. to 4:30 p.m. with the exception of weekends and Japanese national holidays.