

Application Guideline for Employment of Privately Contracted Assistant Language Teachers in Shizuoka City

1 Purpose

The purpose of the privately contracted (hereafter referred to as private) assistant language teacher (hereafter referred to as ALT) is to promote international culture and exchange in Shizuoka City through the planning and instruction of foreign language classes in Shizuoka City's Elementary, Junior High and High Schools.

2 Expectations of prospective employees

The Shizuoka City Board of Education (hereafter the Board) looks to employ private ALTs who have a positive interest in Japan as well as a desire to promote the English language. In order to effect a curriculum in Shizuoka City that addresses today's age of globalization, and the plans to promote International Understanding Education, private ALTs employed by Shizuoka City must be competent in their work duties as well as maintain a strong work ethic and respect for their co-workers.

3 Job specifications

The ALTs who are assigned to the Board, elementary, junior high or senior high schools are to carry out the following duties specified by the Supervisor and/or Principal of the Board and /or school.

- (1) Assist in foreign language instruction at the junior and/or senior high schools.
- (2) Assist with foreign language activities at elementary schools.
- (3) Assist with the preparation of materials for teaching a foreign language.
- (4) Assist with special and extra-curricular activities.
- (5) Provide information on language and other related subjects for teachers' consultants and foreign language teachers, etc.
- (6) Cooperate in promoting international understanding at the elementary, junior high and senior high schools..
- (7) Engage in local international exchange activities
- (8) Assist with in-service training for other ALTs.
- (9) Assist in foreign language speech contests.
- (10) Assist with in-service training for foreign language teachers.
- (11) Develop comprehensive plans for effectively utilizing the ALTs.
- (12) Provide advice and guidance on the ALTs foreign language instruction

(including instruction at school).

(13) Provide counseling for other ALTs.

(14) Other duties required by his/her Supervisor.

4 Eligibility Criteria

(1) An interest in education in Japan, particularly foreign language education, and a desire to further develop one's understanding of the field.

(2) Good physical and mental health.

(3) The ability to engage in and adapt to work related duties and life in Japan, and be able to responsibly complete the term of appointment.

(4) Observe Japanese laws and ordinances (including submitting to a yearly physical examination provided by the contracting organization) .

(5) The applicant must currently have or be able to obtain one of the following types of visa to work in Japan by the start of the contract period:

“Instructor,” “Permanent Resident,” “Spouse or Child of a Japanese National,” “Spouse of Child or Permanent Resident,” or “Long Term Resident.”

(6) Applicants with a suspended jail term must have finished their period of probation by the time they submit their application form.

(7) The applicant must hold a college/university degree.

(8) Be a national of an English speaking country. The range of English speaking countries is principally as same as JET Programme participants according to Council of Local Authorities for International Relations (CLAIR) : United States of America, Canada, Australia, New Zealand, England, Ireland, South Africa, Singapore, Jamaica, Barbados and Trinidad and Tobago. However, a decision on applicants of other nationalities will be made by interview.

(9) Be adept in contemporary standard pronunciation, rhythm and intonation in English and possess excellent language ability that can be applied accurately and appropriately; have ability to compose sentences logically.

(10) Be interested in working actively with students.

(11) Be qualified as a language teacher or be strongly motivated to take part in the teaching of foreign languages.

5 Working hours and salary

ALTs will be provided with a salary based on a 35 hour working week.

The details of salary and duties will depend on city regulations and Shizuoka City Board of Education Notice No.13 (effective from April 1, 2025) and Shizuoka City Board of Education Notice No.17 (effective from April 1, 2020).

6 Housing

Newly employed private ALTs will bear responsibility for all costs related to housing in principle and all moving expenses.

7 Applications

Applicants must prepare and submit all documentation necessary for application. Submitted materials will not be returned to the applicant.

- (1) Application Form
- (2) A resume
- (3) Two separate letters of recommendation
- (4) A copy of your degree certificate or certificate of college/university graduation
- (5) A copy of your passport, a copy of your residence card (If you hold the alien registration certificate, a copy of it is required for the period of validity.) or a copy of your residence registry (住民票)
- (6) A personal essay (1 to 2 A4 pages)
- (7) A copy of any TEFL/ TESL certificates the applicant has received (qualified applicants only)
- (8) Other documentaion required by the Board

8 Initial decision and notification

The applicant will be notified of the initial results of their interview. Shortly after, a written notice will be sent to the applicant. Applicants who are successful in the initial interview will be required to submit a medical certificate (including chest X-ray) at their own cost. The final decision will be dependant upon submission of said medical certificate and final approval by the Superintendent of the Board.

9 Cancellation of the decision to employ an applicant

The decision to employ an applicant may be canceled for the following reasons:

- (1) When an applicant has committed an in appropriate act or there is substantial reason to believe that an applicant is likely to commit an inappropriate act.
- (2) Any information provided within the application proves to be untrue or inaccurate.
- (3) Failure to submit a medical certificate after the notification of employment.
- (4) For any reason, other than the above, as decided by the Board.

Note:

- (1) This outline is in effect from April 1, 2008.
- (2) This outline is in effect from April 1, 2012.
- (3) This outline is in effect from January 15, 2013.
- (4) This outline is in effect from April 1, 2014.
- (5) This outline is in effect from April 1, 2015.
- (6) This outline is in effect from April 1, 2016.
- (7) This outline is in effect from April 1, 2017.
- (8) This outline is in effect from April 1, 2020.
- (9) This outline is in effect from April 1, 2024
- (10) This outline is in effect from April 1, 2025