

Junior High School Assistant Language Teacher Position for 2017 (January 2018-March 2018)

Warabi City is currently seeking an enthusiastic and dedicated Assistant Language (English) Teacher for a junior high school from January 2018 to March 2018.

1 Position Details and Responsibilities

(Junior High)

- Teach English to students in grades 7 through 9.
- Actively participate in English activities and coordinate with Japanese Teachers of English in lesson planning and classroom instruction.

2 Number of Positions Available

1 position

3 Employment Period

January 10th, 2018 - March 31st, 2018

4 Application Requirements

Candidates must meet all of the following requirements:

- (1) Be enthusiastic about teaching English to junior high students.
- (2) Be from a country in which the primary language is English, or lists English among its official languages, and in possession of a command of English equal to that of a native speaker.
- (3) Possess a Bachelor's degree or equivalent university-level education.
- (4) Speak Japanese at a conversational level.
- (5) Possess a valid working visa status.
- (6) Be of sound physical and mental health.
- (7) Be capable of commuting to and from schools.

Candidates must NOT:

- Have any past or present criminal records in any country.

5 Position Description

- (1) Location: junior high school in Warabi City, Warabi Board of Education
- (2) Working Time: 8:20 - 16:50 (including a 60 minute break), 7.5 hours per day
- (3) Salary: 12,500 JPY per day (including transportation expenses), 190 days per school year
The cost of health insurance, pension, and unemployment insurance will be deducted and paid directly from the monthly salary.

6 Application Procedure

- (1) Application acceptance period:

From November 15th, 2017 (Wednesday) to December 8th, 2017 (Friday).

(2) How to apply:

Please prepare and submit the following documents, by post or in person, to the address below.

- Resume with Curriculum Vitae (including your reasons for applying to Warabi City)
- A copy of your passport photo page
- A copy of your residence card or alien registration card (front and back)
- A copy of your university diploma(s)
- A copy of your TEFL/TESOL certificate (if you have one)

*Please download, complete, and submit the application form from the homepage.

(3) Application address:

Warabi Board of Education School Education Division
Chuo 5-14-15, Warabi-shi
Saitama-ken, 335-8501

7 Selection Process:

(1) Selection will be made based on submitted documents and an interview.

(2) Successful applicants will be contacted for an interview in Warabi City Hall.

* During the interview, English conversation will be acceptable, however, self-introduction in Japanese will be expected.

* Further details will be provided to those applicants who advance to the interview phase.

8 Final Results

(1) All applicants will receive their interview results by phone.

(2) Successful applicants will be required to have a medical checkup.

*Unfortunately, submitted documents cannot be returned.

*Prospective candidates will not be offered an interview in the event that any of the documents are missing at the time of application.

*Contracts will be voided immediately if any of the submitted documents are found to be misleading or falsified.

9 Contact information

For any further inquiries, please contact us by e-mail at the address below.

Inquiries by telephone or fax are not available.

E-mail address: gakukou@city.warabi.saitama.jp