

Iwata City Board of Education

ALT Recruitment Overview (mid-year recruitment)

【Outline of the Screening Exam】

- 1 Application Period: must arrive between Oct. 7, 2024 (Mon.) and Oct. 25, 2024 (Fri.)
- 2 Documents to be submitted: Resume designated by the Iwata City (English version available)
- 3 Recruitment Schedule and Details
 - First screening : ~Oct.31 (Thu.) : Document screening
 - ※Those who pass the first screening will be contacted by phone or e-mail with information about the schedule of the second examination.
 - Second screening : Nov.12, 2024 (Tue.) Afternoon : Interview and written text
 - Appointment start date : Jan. 1, 2025 (Wed.)
 - Start of work date : Jan. 8, 2025 (Wed.)
 - ※Those who pass the second exam will be contacted by phone or email for further details.

【Recruitment Details】

- 1 Recruitment of: 1 foreign language teaching assistant (ALT • fiscal year appointed staff)
- 2 Work location: Iwata City elementary • junior high schools (visiting several schools)
- 3 Employment period: Jan. 1 – March 31, 2025
 - ※Reappointment may be granted up to two times upon demonstration of ability based on work performance.
- 4 Working hours: 8:15am to 4:15pm (including a 1-hour break)
- 5 Wage: Hourly wage from 1,830 円; 7 work hours per day; about 45 days of work
 - * commuting allowance paid separately
- 6 Applicable insurance: social insurance (health insurance, employee pension insurance), labor insurance (employment insurance, workers' accident compensation insurance)
 - ※No employee contribution required for workers' accident compensation insurance
- 7 Job Description
 - (1) ALTs go to Iwata City elementary and junior high schools and perform the following duties.
 - Instruction at elementary and junior high schools based on visit plans
 - Foreign language activities and team teaching with instructors in foreign language classes
 - Advice on lesson plans and teaching ideas
 - Coaching students individually for speech contests
 - Creation of teaching materials for use in elementary and junior high schools
 - Lesson planning meetings with elementary and junior high school instructors

- (2) Provides support for foreign language activity lesson planning training seminars and foreign language projects
- (3) Participates in ALT meetings held regularly about once a month
- (4) Participates in English conversation projects held at each junior high school and elementary schools
- (5) At the request of each school, serves as an instructor for foreign language activities and in-school training for the foreign language department.
- (6) In addition, they perform duties as instructed by the supervisor or principal.

8 Application Requirements and Qualifications

- (1) Those who are native English speakers or have English conversation skills equivalent to native speakers.
- (2) Those who have a university degree or higher.
- (3) Those who have experience teaching English or have received sufficient training for teaching English.
- (4) Those who can have daily conversations in Japanese and can communicate in Japanese to some extent.
- (5) Those who can write simple sentences in Japanese.
- (6) Those who love children and have a passion for teaching in public schools.
- (7) Those who are physically and mentally healthy and cheerful.
- (8) Those who are dedicated to fulfill their work duties and their obligation to maintain confidentiality.
- (9) Those who are permitted to work in Japan and have not received a suspended sentence for a crime (those who have obtained a work visa).
- (10) Those who can commute to work and travel to each work location in the city by themselves.
- (11) Those who do not have tattoos or can hide them with a jacket, or other covering.
- (12) Those who are willing to accept drug testing.
- (13) Those who have lived in Japan for about a year, or those who have lived in Japan in the past.

9 Where to Apply and Make Inquires

〒438-8650 静岡県磐田市国府台3番地1
磐田市教育委員会 学校教育課 指導グループ
438-8650 Shizuoka ken Iwata City Kounodai 3-1
Iwata City Board of Education- Instructional Group

Tel: 0538-37-4921 Fax: 0538-36-3205

Mail: gakko@city.iwata.lg.jp

担当：加藤 智慧子、マイケル・カンダ

Persons-in-charge: Chieko Kato, Michael Kanda