

**Fuji City Board of Education**  
**Recruiting Assistant Language Teacher (ALT)**  
**For 2024 May.1 – 2025 Mar.31**

The 'Fuji City Board of Education' (BOE) in Shizuoka Prefecture, Japan is seeking applications for the position of 'Assistant Language Teacher' (ALT).

Please read the following carefully and apply by the deadline if you are interested.

**1. Job Specification**

The ALT is responsible for improving the foreign language abilities of the students under the following criteria.

- i. Develop and conduct activities for understanding foreign language and international relationships based on the elementary school curriculum.
- ii. Assist with instructing English lessons and encouraging international understanding based on the junior high school curriculum.
- iii. Assist in conducting activities with the teachers in charge.
- iv. Develop and prepare materials as well as checking written assignments.
- v. Share teaching methodologies at seminars.
- vi. Check drafts, help with recordings for speech contests.
- vii. Assist and prepare for international sister school visits. Help with translating.
- viii. Attend and contribute to ALT Meetings.
- ix. Visit kindergartens and nursery schools.
- x. Attend English Adventure, a big event with students at the Plaza during summer break.
- xi. Attend Mini After 5, a lesson for teachers to share ideas and teaching methods.

In addition, based on circumstances and school management policies, fulfill requests made by school principals and the Fuji City Board of Education

**2. Work Placement**

2 schools (Elementary school/JHS) in Fuji City, Shizuoka Prefecture, Japan.

**3. Contract Period / Working Hours:**

from 2024 May 01 to 2025 Mar.31

8:15 to 16:30 (45 minutes break included) \* During school vacations: 8:30 to 16:45

#### 4. Employment Prerequisites

- i. Live in Fuji City or within an acceptable traveling distance from Fuji City.
- ii. Must hold a current valid ‘Japanese driver’s license’ and own a private car.
- iii. Be a **native** speaker of English.
- iv. Graduated from a university with a Bachelor’s Degree or higher.
- v. The following are advantageous to the position.
  - \*Teaching degree/license \*TEFL/TESOL/TESL certification
  - \*JLPT (Japanese Language Proficiency Test) N3
- vi. Be healthy and able to interact proactively with students.

#### 5. Salary/Insurance

¥314,500 + Transportation

National Health Insurance, Unemployment Insurance and Worker’s Insurance as required under Japanese law.

#### 6. Paid Holidays

Years of experience	Less than 1 year	More than 1 year Less than 2 years	More than 2 years
The number of days	10days	23days	28days

#### 7. Others

As a contracted educator of Fuji City you may be subject to dismissal for the following reasons

- i. If you break Japanese law which results in a criminal record.
- ii. If you do something unacceptable as a teacher.
- iii. If because of your health you become incapable of performing your job.
- iv. If your working performance is substandard.
- v. If you are found to have falsified details on your resume, curriculum vitae and/or Rirekisho
- vi. If you are employed in additional work i.e. part time jobs.

**How to apply** Please send your resume and attached application form to

[hara\\_nahoko@re.city.fuji.shizuoka.jp](mailto:hara_nahoko@re.city.fuji.shizuoka.jp)

**All applications must contain a photograph in business clothes.**

**Interview must be in person. Please come to enjoy the view of Mt. Fuji.**

**Deadline for applications** April 19<sup>th</sup>, 2024 13:00