

浦添市会計年度任用職員任用案内

Recruitment Application Form for Fiscal Year Appointed Employees

【Position】 Assistant English Teacher

【The number of new hires】 Around 16

【Working conditions】 Refer to the followings.

(On paper base, the backside of the document).

【Qualification】

- (1) Experience in teaching English and/or Bachelor's degree in teaching English
*Teaching certificate holder preferred
- (2) [For non- Japanese applicants] Ability to communicate in Japanese
- (3) [For non- Japanese applicants] Native level or have equivalent ability in English
- (4) [For non- Japanese applicants] Hold valid working visa
- (5) [For Japanese applicants] Advanced level of English proficiency (native or near-native English Speaker.) Describe any experience of living/studying abroad on application form.

【Job category】 Part time

【Application period】 From Mon. December 2nd, 2024, to 5 pm Fri. December 27th, 2024

【Submission Documents】

- (1) Urasoe City Board of Education Application Form with your photo attached
 - (1)-1 Application Form is available at Board of Education or on our website.
 - (1)-2 Either hand written or typed application is acceptable.[For non-Japanese applicants] **Both English and Japanese versions are required**
- (2) Copy of graduation certificate/Copy of teaching certificate(if available)
- (3) [For non-Japanese applicants] Copy of Passport(page(s) with your photo and visa status)
- (4) [For non-Japanese applicants] Copy of Residence card or Alien Registration card.
- (5) [For Japanese applicants] Copy of the score(s) of certificate to show English level (Eiken, TOEFL ,TOEIC, etc.).

*** Your documents will not be returned and are used for the recruitment purpose only.**

【Submission Destination】

Urasoe City Board of Education

〒901-2501 1-1-1 Ahacha, Urasoe City

Urasoe City Board of Education (7th Floor City Hall)

【How to apply】

The application should be submitted in-person or send by postal mail to the Urasoe City Board of Education (Postal mail is acceptable) with document to be attached.

*Neither E-mail nor FAX are accepted.

【Recruitment process】

Document Screening and Interview

*For new applicants, demonstration lesson will be required. The topic of the demonstration lesson will be notified on the interview day at the reception.

【Interview Date】 Tuesday, January 14^h, Wednesday, January 15th, Thursday, January 16th

*The detailed schedule will be notified to each applicant when submitting.

【Interview Place】 Room 702, on the 7th floor of the Urasoe city hall.

【Result】 Friday, February 7th Afternoon *The results will be posted on our website.

【Others】

*Parking fee : Please secure a private parking lot around the school if needed.

When the school has enough parking spaces for school staff, you can use it upon principal's permission with the monthly parking fee charged.

* School lunch charge:

: School lunch is available with the payment.

In the case of having school lunch, the payment of the fee is needed.

****Please be sure that you do NOT fall under any of the following (1) to (3) before applying.**

- (1) Person scheduled for imprisonment or person who has not completed his/her sentence.
- (2) Public servant of Urasoe city who has been dismissed for disciplinary reasons within the past 2 years.
- (3) Person who, since the establishment of the Constitution of Japan, has advocated the overthrow of the constitution or the government by means of violence, or antigovernment activism.

【Inquiry】

Urasoe City Board of Education, Education and Guidance division, Guidance section

TEL: 098-876-1218

【Working Condition】

Period of assignment	【From April 1 st ,2025 ~ following March 31 st 】(First month will be a probationary period.)
Working days	5 days a week (Monday through Friday)
Holidays	Weekly holiday: Saturdays and Sundays Yearly holiday: National holidays, June 23 rd (Ireino-hi : Memorial day) , December 29 th to January 3 rd Others: School holidays (Beginning of the school year, Summer, Winter, End of school year)
Working hours	8:30~15:30 (Lunchtime 12:00~13:00) Actual working hours: 6 hours ※ The timetable at each school may differ, therefore be prepared to adjust accordingly ※ You may be required to do overtime work when the principal deems it to be necessary.
Location	Municipal Elementary schools / Junior high schools
Role and Responsibilities	(1) Assist homeroom teachers or Japanese English teachers in English class. (2) Help teachers with making annual teaching schedule lesson plans, worksheets, and materials. (3) Host and participation in the International Cultural Exchange program (4) Help students who participate in English Skit contests, English speech contests and other activities related to English. (5) Participate in English meetings and seminars. (6) Work on the duties requested by principal and the Board of Education.
Salary Monthly wage	¥ 241,200 / Monthly (before taxes/withholding) ※ Salary will be adjusted during the holiday months. (Beginning of the school year, Summer, Winter, End of school year) ※ In case of renewal, the salary will be raised within the upper limit.
Benefits	① Commuting allowance ¥110 / per day~ ※ For employees whose commuting distance is longer than 2km. ※ Walking, carpooling or drop off are excluded. ② Overtime pay *compliant with Japan Labor Standards Act ③ Year-end allowance 2.45 times Monthly Amount/yearly (June·December) ④ Diligence allowance 2.05 times Monthly Amount/yearly (June·December) ※ Payment will differ for first year employees. ※ The amount of bonus is calculated on actual number of working days. During the starting or finishing period, and summer/winter break, the amount of bonus will be reduced.
Payment day	Month-end closing with payment on 15 th of the following month ※ Will be paid on the prior day when the 15th is a holiday
Annual leave	Paid leaves will be offered corresponding to the working period. 10 days of annual paid leave. Other type of leave, (sick leave, summer holiday etc.,) can be claimed. Unpaid leave (maternity leave, childcare leave etc.)
Social insurance (Applicable)	·Get the insurance when the employee meets the requirements for the Japan Mutual Aid Association of Public School Teachers or join the Japan welfare pension system.
Employee	Applied when the working period is more than 31 days and more than 20 hours working

insurance(Applicable)	hours a week.
Disaster compensation	Compensation based on the local civil service accident compensation law.
Working Regulations	Local civil service law will be applied. (Oath of service, Duty of Obedience, Prohibition of discreditable act, Confidentiality, Duty performance, Restriction of political Activities etc.)
Restriction of Engagement in Commercial Enterprise	Part time employees are excluded. *If you have another job, the submission of application for the permission is needed.

注)

1: 関係条例、規則等の改正が行われた場合は、その定めるところにより変更します。

* Working Regulations are subject to change accordingly, in case of any amendment in labor laws,

2: 本件は予算の成立を条件とします。

*This recruitment will be carried out after the city budget committee give the final approval to the plan.