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：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, Native level or have equivalent ability in English (3) [For non- Japanese applicants] Hold valid working visa (4)[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 Thu. November 19th, 2026, until Wed. December 16th, 2026** **※Application sent by mail must arrive by December 16th**
Submission Documents	(1) Urasoe City Board of Education Application Form with your photo attached Application Form is available on our website. 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) [For non-Japanese applicants] Copy of Residence card or Alien Registration card. (4) [For Japanese applicants] Copy of the score(s) of certificate to show English level (Eiken, TOEFL ,TOEIC, etc.). (5) Statement of Pledge ＊ **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 must arrive within recruitment period) with documents to be attached. Online application is available.

	[For non-Japanese applicants] You need to fill both English and Japanese application form. ＊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 5th, Wednesday, January 6th, Thursday, January 7th ＊The detailed schedule will be notified by mail-car or e-mail.
Result	Late in the January The results will be posted on our website.

＊＊Please be sure that you do NOT fall under any of the following (1) to (4) 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.

(4) Applicants must have no previous convictions for specified sexual offenses (as defined in Article 2, Paragraph 7 of the act on measure for Prevention of Sexual Violence Against Children by School Operators and Private Education and Childcare Service Providers, ect. (Act No.69 of Reiwa 6))(1,※2)+

※1 For certain positions involving work at schools, childcare facilities, and other related institutions, a criminal background check is required under the Act on Measures to Prevent Sexual Violence Against Children by School Operators and Private Education and Childcare Service Providers,ect. (Act No. 69 of Reiwa 6), which will come into effect on December 25, 2026 (hereinafter referred to as the "Child Sexual Violence Prevention Act"). If an individual has a previous conviction for a specified sexual offense (and is therefore classified as a person with a record of a specified sexual offense), measures must be taken under this Act, including preventing that individual from engaging in the relevant duties. For this reason, as one of Urasoe City's employment requirements, applicants must have no previous convictions for specified sexual offenses. Accordingly, during the recruitment and selection process, we will confirm whether applicants have any previous convictions for specified sexual offenses by asking them to submit documents such as a Statement of Pledge or résumé.

※2 Please refer to the attached Statement of Pledge for the definitions of "specified

sexual offenses” and “persons with a record of specified sexual offenses.”

※3 After receiving a job offer, prospective employee will be checked for criminal records through the system related to the Child Sexual Violence Prevention Act(Komamoro system).

You will need to enter your name, address, family register information and other details to register for employee account. (This must be done by the prospective employee themselves.)

Registration process details will be provided after you receive job offer.

※4 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.

【Inquiry】

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

TEL: 098-876-1218

【Working Condition】

Period of assignment	【From April 1st,2027 ～ following March 31st 】 （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 23rd（ Ireino-hi：Memorial day）, December 29th to January 3rd 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 participate 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	¥ 253,700 / 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 2.525 times Monthly Amount/yearly（June・December） ④ Diligence allowance 2.125 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 15th 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 insurance (Applicable)	Applied when the working period is more than 31 days and more than 20 hours working 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）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,

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.