Fiscal Year 2023

Recruitment of Miyazaki City Board of Education

Leader for Foreign Language Activities Assistant

1. Job title

Miyazaki City Board of Education Leader for Foreign Language Activities Assistant

This is a Fiscal Year Appointed Employee position.

1. Main duties
2. Teaching English to elementary school students in Miyazaki City as an assistant teacher.
3. Providing guidance, advice and training to Foreign Language Activities Assistants.
4. Number of openings available

Around 5

1. Application Qualifications

Applicants must fulfill all of the following requirements:

1. Applicants must be a native or second language speaker of English.
2. Applicants must not be a citizen of Japan and have their own resident card.
3. Applicants must have the ability to communicate with Japanese teachers in Japanese to make plans for activities.
4. Employment conditions

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| Terms of  employment | Applicants must be available to work during all of the following periods.  1st Period: May 1st, 2023, through July 31st, 2023  2nd Period: August 24th, 2023, through December 23rd, 2023  3rd Period: January 4th, 2024, through March 31st, 2024 |
| Wage | 2,400 yen / per hour |
| Transportation expenses | It will be paid depending on the distance to the schools. |
| Working places | Elementary school(s) in Miyazaki City  Miyazaki-City Teacher Development & Information Technology Center |
| Working hours | Maximum 5 hours / a day , Maximum 5 days / a week  (basically from 8:30 to 14:30) (Break time: 12:30 to 13:30) |
| Leave | Paid annual leave, etc. |
| Social Insurance | Health insurance, employees’ pension insurance, employment insurance, long-term care insurance |
| Training | Applicants must participate in Prior training, Interim training, Skills training and Final training. |

1. Selection procedure
2. Initial screening

Based on the application form

1. Second-round selection

Interview in Japanese, Reading examination and Teaching demonstration

1. Documents to be submitted
2. Application Form (Please attach a recent photograph to your application form.)
3. Copy of front and back side of residence card
4. Application procedure

● Download the Application Form (Link : http://www.mcnet.ed.jp/nc/ht/docs/) or obtain it at

Miyazaki-City Teacher Development & Information Technology Center

( Address : 1-4-1 Asahi, Miyazaki City, Miyazaki Prefecture 880-0803)

● The applications can be submitted by post, in person, or by email. They must be submitted by the deadline indicated. The office’s open hours are 9:00-17:00.

● When sending by email, indicate “FLAA application” in the subject line, and attach the documents in PDF form. Confirmation mail will be sent after the application has been received. If you do not receive this confirmation, please notify us by phone by the application deadline.

● The submitted documents will not be returned.

● Applicants can apply for both this position and Foreign Language Activities Assistant position. Mark both 希望試験区分 positions on the application form.

1. Application deadline

Applications must arrive by 12 noon, February 3(Fri), 2023

1. Selection schedule

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| --- | --- |
| Jan. 6 (Fri.), 2023 | Begin acceptance of applications |
| Feb. 3(Fri.), 2023 | Final date for application submission.  Applications must arrive by 12 noon. |
| Feb. 8(Wed.), 2023 | Notification of the result of the initial screening emailed to all applicants  Successful applicants notified of details of the second-round selection |
| Feb. 14(Tue.), 15(Wed.) or 16(Thu), 2023 (to be decided by the Miyazaki-City Teacher Development & Information Technology Center | Second-round selection |
| March 3(Fri.), 2023 | Notification of the result of the second-round selection posted to all candidates undergoing the second-round selection. |
| April 10(Mon.), 2023 | Notification of School Placement |
| May 1(Mon.), 2023 | Start of employment  Prior training and Orientation |

1. Appointment

● Successful candidates will be put on the list of Fiscal Year Appointment Employees for 2023, which is valid for one year. Candidates will be chosen from this list as needed. Because there may be more successful candidates than open positions from May 1st, 2023, there is a chance that a successful applicant may not be chosen even if they are on the list.

● In the following circumstances, acceptance will be rescinded:

If an applicant is found to have lied on their application.

● Even if the number of candidates is less than the number needed, there may be a case where candidates are not accepted based on a satisfactory application and interview.

1. Submit applications / direct any inquiries to:

OHSAKI Tomoko (Ms.) or KODAMA Naoki (Mr.)

Miyazaki-City Teacher Development & Information Technology Center

1-4-1 Asahi, Miyazaki City, Miyazaki Prefecture 880-0803

Phone: (0985) 28-2426

E-mail: mcnet@mcnet.ed.jp