

Fiscal Year 2025 Recruitment of Miyazaki City Board of Education  
Leader for Foreign Language Activities Assistant

Application Period is from Dec. 18 (Wed.), 2024 to Jan. 22 (Wed.), 2025.

1. Job title  
Miyazaki City Board of Education Leader for Foreign Language Activities Assistant  
This is a Fiscal Year Appointed Employee position.
2. Main duties
  - (1) Teaching English to elementary school students in Miyazaki City as an assistant teacher.
  - (2) Providing guidance, advice and training for Foreign Language Activities Assistants.
  - (3) Planning and management of events for 3<sup>rd</sup> and 4<sup>th</sup> grade ES students (held twice a year on the second Saturday morning in September and the first Saturday morning in February)
3. Number of openings available  
Around 5
4. Application Qualifications  
Applicants must fulfill all of the following requirements:
  - (1) Applicants must be a native or a 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.

5. Employment conditions

Terms of employment	<u>Applicants must be available to work during all of the following periods.</u> 1st Period: May 1st, 2025 through July 31st, 2025 2nd Period: August 24th, 2025 through December 24th, 2025 3rd Period: January 4th, 2026 through March 31st, 2026
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 In principle you will work 8:30 am to 2:30 pm. * Lunch break time is excluded. However, 19 hours per week * <u>You may work less than 19 hours per week depending on class placement plans.</u>
Leave	Paid annual leave, etc.
Social Insurance	—
Participation in training	<u>Applicants must participate in the following activities.</u> * <u>Prior training (May 1st in the morning), Skills training (July 25th in the morning) and Final training (January 13 in the morning)</u> * <u>Events for 3rd and 4th graders (held in the morning of the 2nd Saturday in September and the 1st Saturday in February)</u>

6. Selection procedure
  - (1) Initial screening  
Based on the application form
  - (2) Second-round selection  
Interview in Japanese and Teaching demonstration

7. Documents to be submitted
  - (1) Application Form (Please attach a recent photograph to your application form.)
  - (2) Copy of front and back side of residence card
8. 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 Job title (職名) positions on the application form.
9. Application deadline  
Applications must arrive by 12 noon, January 22 (Wed.), 2025

#### 10. Selection schedule

Dec. 18 (Wed.), 2024	Begin acceptance of applications
Jan. 22 (Wed.), 2025	Final date for application submission. Applications must arrive by 12 noon.
Jan. 31 (Fri.), 2025	Notification of the result of the initial screening emailed to all applicants Successful applicants notified of details of the second-round selection
Feb. 12 (Wed.), 13 (Thu.), and 14 (Fri), 2025 (to be decided by the Miyazaki-City Teacher Development & Information Technology Center)	Second-round selection
Feb. 27 (Thu.), 2025	Notification of the result of the second-round selection posted to all candidates undergoing the second-round selection.
Early April, 2025	Notification of School Placement
May 1 (Thu.), 2025 in the morning	Start of employment Prior training and Orientation

#### 11. Appointment

- Successful candidates will be put on the list of Fiscal Year Appointment Employees for 2025, 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, 2025, 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.

#### 12. Submit applications / direct any inquiries to:

OHSAKI Tomoko (Ms.) or YASUDA Kazuto (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](mailto:mcnet@mcnet.ed.jp)