

Guidelines for Applicants of the FY 2022 Recruitment for Substitute Assistant English Teachers in Okinawa

Okinawa Prefectural Board of Education

1. JOB TITLE

Substitute Assistant English Teacher

2. WORK TERM

One year as a part-time assistant instructor

(1) Starting from April 1st, 2022, ending on July 20th, 2022

(2) Starting from April 1st, 2022, ending on December 6th, 2022

3. JOB PLACEMENT

4 positions at 4 Okinawa Prefectural High Schools

4. REQUIRED QUALIFICATIONS

Applicants must:

(1) have no history or criminal record of violating Article 16 of the Law for Local Government Employees or Article 9 of the School Education Law.

(2) have a bachelor's degree

5. DUTIES

Duties include, but are not limited to:

(1) assisting in English language instruction at posted school, preparing materials for teaching a foreign language

(2) coaching debate in English and speech and presentation in English at international conference level

(3) coaching for English essays and interview tests for college application

(4) any other duties deemed as necessary by the school principal.

6. APPLICATION PROCEDURES

(1) Documents to be submitted for application

① Application Form for the Substitute Assistant English Teacher in Okinawa
(The application form must be completed by the applicant.)

② Copy of a graduation certificate from your higher educational institution

③ Letter of introduction (紹介状) from Hello Work (ハローワーク)

④ Copies of the following documents may be requested when necessary.

(Letter of recommendation, ID such as residence card, etc.)

(2) Period of application and the location for submitting documents

① Application period: From **Wednesday, March 16th to Friday, March 18th, 2022.** (*The deadline will be strictly observed. Applications must be received by 17:00 on Fri. March 18th.*)

② Submission of applications can be by e-mail.

Applications will be accepted via e-mail. Office Hours: 8:30 - 17:00

By e-mail: Mr. Manabu Tamaki (Director of) Prefectural School Education Division,
Okinawa Board of Education (fukumurs@pref.okinawa.lg.jp)

7. OTHER NOTES

Incomplete applications will not be accepted.

This recruitment will be finalized when prefectural budget is approved.

8. INTERVIEW

(1) Date: Tuesday, March 22nd or Wednesday, March 23rd, 2022

(2) Place: Zoom video call

* Interview times will be announced once all applications have been received. In case of too many applications, the first screening will be conducted based on applicants' application documents.

* The interview times will be announced by email.

(3) Language of interview: English (a portion of the interview will be conducted in Japanese)

9. EMPLOYMENT

(1) Notification of employment will be sent to all applicants in March.

(2) The appointment shall be valid for the period listed above.

(3) The remuneration is 2,800 yen per hour, for a maximum of 19 hours per week.

10. CONTACT INFORMATION

Okinawa Prefectural School Education Division

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