

NEW ALT JOBS

Ichikawa Board of Education is hiring English Language Assistant Teachers.
Information regarding Recruitment of Assistant Language Teacher

Job Duration (Status)	Full-time Fiscal Year Appointed Employee
Job Description	• Assist in foreign language instruction at elementary schools. • Assist in foreign language instruction at junior high schools. • Assist in foreign language instruction at special needs schools or special needs classes. • Assist in the preparation of supplementary teaching materials. • Assist in language teaching for Japanese teachers. • Assist with special and extra-curricular activities. • Other duties deemed necessary by the school principal.
Positions Available	1
Eligibility Requirements	Applicants must: • Be a native or certified fluent speaker of English. • Be both mentally and physically healthy. • Hold at least a bachelor's degree. • Have experience and knowledge regarding foreign language education. • Have excellent English pronunciation, rhythm, intonation, and voice production skills in addition to knowledge of grammar etc. • <u>Have conversational Japanese abilities.</u> • <u>Have experience in teaching English at Japanese schools.</u>
Standard Work Hours	From 8:15 a.m. to 4:45 p.m., Monday to Friday (7hours and 45 minutes a day) *May vary depending on the assigned school.
Period of Employment	From September 1, 2026 to March 31, 2027
Salary and Benefits	• Salary: ¥359,017 per month • Bonus: Year-end and performance bonuses • Transportation allowance: Provided separately. • Paid annual leave • Paid sick leave • Special leave
Social Insurance	• Public School Mutual Aid Association • Employment Insurance • Employees' Pension Insurance • Work-related accident compensation
Selection Process	• Resume screening • Demonstration lesson *Please note that the interview will be conducted in Japanese. *We do not conduct online interviews.
Period of Application	Application will be available: From August 7, 2026 to August 14, 2026. (at the Division of Planning for Compulsory Education (Gimukyoiukikakuka)) 9 a.m. to 5 p.m. except on Saturdays, Sundays, and holidays Or the application documents can be downloaded from the BOE homepage.* Submission: from August 7, 2026 to August 14, 2026. 9 a.m. to 5 p.m. except on Saturdays, Sundays, and holidays <u>Deadline: August 14, 2026, 5 p.m.</u>
Required Application Documents	1) Application Forms (Both English and Japanese) *Please put a photo (size: 4x3cm) only on the Japanese Application Form. 2) An essay (about your reason for applying to be an ALT written in Japanese or English) *The format is free

	3) A Letter of Recommendation (in Japanese or English) *The format is free 4) A Self-Assessment Medical Report *Distributed at the Division of Planning for Compulsory Education (Gimukyoikukikakuka)) 5) An Official University Transcript (COPY ACCEPTED) 6) An Official Certificate of Graduation (COPY ACCEPTED) 7) A Contract Request Form *Distributed at the Division of Planning for Compulsory Education (Gimukyoikukikakuka)) 8) Certificates of Qualification (COPY ACCEPTED) *Please submit only if you are qualified. (ex: TESOL, TESL, TEFL, CELTA, DELTA etc.) 9) One self-addressed stamped envelope (size: 120 x 235mm) *Please affix a 110 yen stamp and write your name and address on the front of the envelope. <u>*All documents must be submitted by August 14, 2026, 5 p.m.</u>
For Inquiries and Application Form	Contact: Ichikawa Board of Education, Division of Planning for Compulsory Education E-mail: gimukyoiku@city.ichikawa.lg.jp Phone: 0 4 7 – 7 0 4 – 0 0 7 0