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	2
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. ・**Have conversational Japanese abilities.** ・**Have experience in teaching English at Japanese schools.**
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 January 4, 2027 to March 31, 2027
Salary and Benefits	・Salary: ¥359,017 per month ・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 November 27, 2026 to December 8, 2026.** (at the Division of Planning for Compulsory Education (Gimukyoikukikakuka)) 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 November 27, 2026 to December 8, 2026.** 9 a.m. to 5 p.m. except on Saturdays, Sundays, and holidays **Deadline: December 8, 2026, 5 p.m.**
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. ***All documents must be submitted by December 8, 2026, 5 p.m.**
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