

Niigata City ALT Job Opening for 2025 (Recruitment)

The Niigata City Board of Education is looking to hire a Part-Time Fiscal Year Appointed Employee starting in April, 2025.

1. Recruiting: Only a few positions available.

2. Duration of Appointment: April 1st, 2025 to March 31st, 2026

*In accordance with the Local Public Service Law, employment will be subject to a probationary period. As a rule, applicants will only officially become employed if they receive good performance reviews after working at schools for a period of one month. (The same probationary period will be applied if reappointed.)

*In the case where one receives good performance reviews during the course of an annual appointment, one may be subject to direct re-appointment (not having to publicly reapply for the position) for the following fiscal year. This can be done up to four times.

3. Duties:

In accordance with the directions given by the supervisors at the Board of Education and/or the principals of the schools where the ALT works, he/she will be expected to perform the following duties.

- 1) Assist in foreign language lessons at elementary schools, junior high schools, and/or public senior high schools in Niigata City.
- 2) Assist in elementary school foreign language/educational activities to promote international awareness.
- 3) Participate in and assist with the planning and implementation of 'English Seminars' for Niigata City students.
- 4) Assist in the preparation and creation of teaching materials, help students prepare for foreign language speech presentations, and participate in the judging of such presentations.
- 5) Aid in the implementation of foreign language training seminars.
- 6) Assist with special and extra-curricular activities.
- 7) Perform other duties that are deemed to be necessary by the supervisors at the Board of Education and/or the principals of each school.

4. Job Conditions:

1) Gross Remuneration: 248,860 yen/month (including regional allowances)

*Social insurance fees, income taxes and/or local taxes that are levied in Japan will be deducted from the above amount on a monthly basis.

2) Working Hours: 8:15 AM – 4:00 PM from Monday to Friday (Including a 45 minute lunch break). The total working time will be 7 hours a day, which amounts to 35 hours a week.

*The ALT will be expected to follow school time schedules. In some instances, this will slightly alter the working times as stated above.

3) Holidays:

-Saturday, Sunday, national holidays and from December 29th to January 3rd.

4) Leave:

-Annual Paid Leave: 20 days (appointments for a full year receive 20 days)

-Special Paid Leave: Summer Leave, Bereavement Leave, etc.

5) Social Insurance: The ALT must enroll in Japan's health insurance system, the Employees' Pension System, and the employment insurance system. The ALT will be required to pay the monthly fees for the above benefits.

6) Accidents while working: According to the Ordinance of Niigata City, ALTs will be compensated for any injuries that are sustained while working and/or while traveling to and from work.

7) Office regulations and restrictions:

The ALT shall follow the regulations stipulated in the Local Public Service Law. Part-Time Appointed Fiscal Year Employees can engage in profit-making activities. However, the following activities are prohibited.

-Performing other part-time jobs that interfere with and hinder the ALT's ability to perform his/her duties as an ALT (Example: An ALT's total weekly work hours, calculated by combining part-time work hours with the 35 hours of weekly ALT work, should not exceed the total weekly working hours of Niigata City full-time employees, which is 38 hours and 45 minutes per week).

-Performing other part-time jobs that interfere with the ALT's ability to fairly execute his/her duties as an ALT.

-Performing other part-time jobs that could damage the image and reputation of Niigata City.

5. Job Qualifications:

All applicants must:

- 1) Have graduated from a university or higher academic institution (B.A. degree or above).
- 2) Be a native English speaker or have equivalent English competence (TOEIC score of 730 or higher, Eiken Tests Grade Pre 1 or higher, etc.).
- 3) Have experience teaching English in schools and/or have the basic knowledge and skills required for teaching English as a second language.
- 4) Have a positive attitude in regard to communicating with the teaching staff and students at schools.
- 5) Terminate any other work contracts by April 1st, 2025.
- 6) Be able to commute to and from work.

6. Method of Application

1) Documents to be submitted.

- a) Curriculum Vitae (download the attachment from the Niigata City official

website)

- b) Copy of Graduation Certificate/Diploma
- c) Copy of a document that confirms your Status of Residence (passport, residence card, etc.)
- d) Copy of your driver's license (If you have a driver's license)
- e) Copies of any skill certifications that may apply
- f) Reply envelope with 110 yen stamp attached to it and your name & address written on it

2) How to apply

- a) Please send the above documents to the Niigata City Board of Education by registered mail.

**We will not accept e-mail submissions or document submissions in person, and we are not responsible for accidents caused by regular mail.*

- b) On the front of the envelope, please write ALT Examination Application (「外国語指導助手受験申込書在中」) in red. On the back of the envelope, please write your name and address.

3) Mailing address:

Niigata City Board of Education
School Support Division
951-8554
Niigata-shi, Chuo-ku, Furumachi-dori Nanaban-cho
1010 Banchi Furumachi Refuru 4th Floor

4) Reception period

Please send the documents written above any time between January 15th and January 24th. Documents must reach us no later than January 24 th.

5) Acceptance form:

As soon as we receive the application documents, we will send the applicant an acceptance form for the examination. If an acceptance form isn't received by Wednesday, January 29th, please be sure to contact the Niigata City Board of Education by January 30th. The contact phone number is 025-226-3261.

7. Interview/Test Content:

- 1) Date & Time: Monday, February 3rd, 2025
Reception time is from 13:30 to 13:45.
Come to the venue by 13:40 at the latest.
- 2) Reception: Niigata City Office Furumachi-Annex, 3rd floor, Room 302
- 3) Examination:
 - Interview (in English)
 - Demonstration Lesson (in English)

8. Others:

- 1) Work appointments may be canceled immediately if any of the above documents are found to be incorrect or falsified.

- 2) If any documents have been omitted (photo, reply envelope, etc.), your application will not be accepted.
- 3) Use black ballpoint pens or fountain pens when filling out all forms.
- 4) Applicants who have passed the interview will be asked to undergo a mandatory health check-up which includes a lung X-ray. Check-up fees will be the sole responsibility of the applicant.
- 5) Submitted documents will not be returned.
- 6) Commuting by car may be the only viable way to commute to some schools.
- 7) Submitted documents will be used only for the recruitment test.

9. Precautions for taking the exam

- 1) Please come to the venue by 13:30 on the day of the test. Those who arrive after 13:45 cannot take the exam.
- 2) Please bring the following:
 - a) The acceptance form that the BOE sent to you
 - b) Pencils or pens for the test
 - c) A wristwatch to check the time (watches with special functions will not be allowed.)
 - * *You cannot use your smartphone, cellular phone, or smart watch during the test.*
 - * *You will be asked to turn these devices off.*
 - d) You cannot smoke in the building.
 - e) If an unexpected situation occurs during the test, please follow the staff's instructions.
 - f) The exam will be conducted on time. Please come with plenty of time in case of unforeseen circumstances.

School Support Division

Person in charge: Supervisor; Saito Mayumi

TEL 025-226-3261 (direct)