

Fiscal Year 2024  
Recruitment of Miyazaki City Board of Education  
Foreign Language Activities Assistant

1. Job title

Miyazaki City Board of Education Foreign Language Activities Assistant  
This is a Fiscal Year Appointed Employee position.

2. Main duties

Teaching English to Elementary School students in Miyazaki City as an assistant teacher.

3. Number of openings available

1

4. Application Qualifications

Applicants must fulfill all of the following requirements:

- (1) Applicants must be a native or 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	Applicants must be available to work during all of the following periods. 1st Period: May 1st, 2024, through July 31st, 2024 2nd Period: August 25th, 2024 through December 24th, 2024 3rd Period: January 4th, 2025, through March 31st, 2025
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
Working hours	Maximum 4 hours / a day , Maximum 4 days / a week In principle you will work 8:30 am to 12:30 pm. However, 15 hours per week * You may work less than 15 hours per week depending on class placement plans.
Leave	Paid annual leave, etc.
Social Insurance	—
Participation in training	Applicants <u>must participate in</u> Prior training, Interim training, and Final training.

6. Selection procedure

- (1) Initial screening  
Based on the application form
- (2) Second-round selection  
Interview in Japanese, Reading examination

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 希望試験区分 positions on the application form.

## 9. Application deadline

Applications must arrive by 16:00, April 15 (Mon), 2024

## 10. Selection schedule

April 3 (Wed.), 2024	Begin acceptance of applications
April 15(Mon.), 2024	Final date for application submission. Applications must arrive by 12 noon.
April 16(Tue.), 2024	Notification of the result of the initial screening emailed to all applicants. Successful applicants notified of details of the second-round selection
April 17(Wed.), 2024	Second-round selection
April 23(Tue.), 2024	Notification of the result of the second-round selection posted and emailed to all candidates undergoing the second-round selection.
May 1(Wed.), 2024	Start of employment Prior training and Orientation

## 11. Appointment

- Successful candidates will be put on the list of Fiscal Year Appointment Employees for 2024, 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, 2024, 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.)

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)