

2018  
KONAN BOYS' HIGH SCHOOL  
APPLYING FOR THE POSITION OF  
FULL-TIME CONTRACT ENGLISH TEACHER

October, 2017  
Educational Foundation, Konan Gakuen  
Konan Boys' High School

Details regarding the 2018 full-time contract English teacher position at Konan Boys' High School are as follows:

I Position

- |                              |                                    |
|------------------------------|------------------------------------|
| 1. Position Title            | Full-time contract English teacher |
| 2. Teaching Subject          | English language                   |
| 3. The Number to be Accepted | One                                |

II Requirements

1. Applicants should be native speakers of English.
2. Applicants should have graduated from a 4-year university.
3. Applicants should be interested in the improvement of the education at Konan Boys' High School.
4. Applicants should have a command of basic Japanese language enough to execute their duties as a teacher.
5. Applicants should have some interest in Japanese culture.
6. Applicants should live in Japan.

III Contract Term

1. The position begins on April 1<sup>st</sup>, 2018.

Contract Term      1 year (In case you are considered good enough according to the assessment by the school authorities, you could renew the contract each year until you work for totally 5 years.)

#### IV Working Days & Working Hours

1. Working Days 5 days per week (Working on holidays may be required.)
2. Working Hours 35 hours per week (Overtime work may be required.)
3. Lesson Time 16 lessons per week / One regular lesson is 50 minutes.  
(Overtime work may be required.)

#### V Duties

1. To give English lessons to students
2. To work related to some extracurricular activities
3. To work related to international exchange programs
4. To do other jobs, as are necessary

#### VI Salary

1. Annual salary 4,200,000 yen
2. Housing Allowance It will be paid according to the School Regulations.
2. Transportation Allowance It will be paid according to the School Regulations.
3. Overtime Allowance It will be paid according to the School Regulations, should lessons number more than 16 per week.
5. Continuous Service Allowance It will be paid according to the School Regulations.
6. Social Insurance You are to join the health and annuity insurance of the Private School Mutual Aid Society, the unemployment insurance and the workers' accident compensation insurance.

#### VII Application Procedures

##### 1. Application Documents

Current CV or resume

##### 2. Submission Period

The period for submitting these materials is:

From Monday, November 13<sup>th</sup> to Friday, November 17<sup>th</sup>.

(All materials must reach us by this November 17<sup>th</sup>.)

##### 3. Filing Address

Konan Boys' High School

31-3 Yamate-cho, Ashiya-shi, Hyogo-ken, 659-0096

##### 4. Notes

- (1) Please write "Application Documents Enclosed" on the front side of the envelope

in red, and send the application documents by simple registered mail.

- (2) Applicants are not allowed to change the contents of the documents after submission.
- (3) ①The application documents will not be returned.  
②The application documents of applicants who are not selected will be disposed of in an appropriate way.  
③The personal data on the application documents will only be used for the purpose of employment procedures and personnel management after the employment.  
As for the treatment of personal detail, see the Konan Gakuen homepage.

<http://www.konan-u.ac.jp/privacy/index.html>

## VIII Screening Procedures

### 1. The First Screening

Screening of documents: Wednesday, November 22, 2017

### 2. The Second Screening

Teaching demonstration and interview: Sunday, December 3.

(The details will be sent by mail.)

### 3. The Third Screening

Interview by Principal: Sunday, December 17, 2017

(The details will be sent by mail.)

### 4. Notes

- (1) In the process of screening, the applicants may be required to submit additional information.
- (2) Expenses for transportation, lodging, etc. will be borne by the applicants.
- (3) After each screening we will notify the applicant of the result.

## IX Contact Us

Konan Boys' High School English Department

(Contact person : Toyoshi Hatta)

Telephone : 0797-31-0551 Fax : 0797-31-7458

If you have any questions, please contact us ASAP.