

2019
KONAN BOYS' HIGH SCHOOL
APPLYING FOR THE POSITION OF
FULL-TIME CONTRACT ENGLISH TEACHER

November, 2018
Educational Foundation, Konan Gakuen
Konan Boys' High School

Details regarding the 2019 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

Applicants have to:

1. be a native speaker of English.
2. have graduated from a 4-year university program.
3. be eager to improve the education of Konan Boys' High School.
4. have a good command of Japanese (enough to execute their duties as a teacher).
5. have some interest in Japanese culture.
6. be a current resident in Japan.

III Contract Term

1. The position begins on April 1st, 2019.

Contract Term 1 year (This contract can be renewed annually up to a maximum of 5 years under the condition that your performance is assessed as excellent.)

IV Working Days & Working Hours

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|------------------|---|
| 1. Working Days | 5 days per week out of a 6 day week (Monday to Saturday).
(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.
(Extra lessons will be paid.) |

V Duties

1. Assigned English lessons to students.
2. Assigned club activities.
3. Extra curricular activities such as school events and supplementary lessons.
4. Maybe required to travel internationally with students.
5. Other jobs might be required.

VI Salary

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|---------------------------------|---|
| 1. Annual salary | 4,200,000 yen |
| 2. Housing Allowance | It will be paid according to the School Regulations. |
| 3. Transportation Allowance | It will be paid according to the School Regulations. |
| 4. Overtime Allowance | It will be paid according to the School Regulations. |
| 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 with a cover letter. Please include a recent photo of yourself.

2. Submission Period

The period for submitting these documents is:

From Monday, November 12th to Friday, November 30th.

(All applications must be received by November 30th.)

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 (Kan'i Ka-kitome).
- (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: Tuesday, December 4, 2018

2. The Second Screening

Teaching demonstration and interview: Sunday, December 9, 2018.

(The details will be sent by paper mail and e-mail.)

3. The Third Screening

Interview by Principal: Sunday, December 16, 2018

(The details will be sent also by paper mail and e-mail.)

Important notice: Due to the short interval from the first screening to the second and third, please open your schedule for the interviews beforehand. In the event that you withdraw, please contact us as soon as possible.

4. Notes

- (1)The applicants may be required to submit additional information such as copies of university degrees or certifications.
- (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 : Ikuo Yoshizawa)

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

E-mail: yoshizawa@konan.ed.jp

If you have any questions, please contact us ASAP.