

# **Application Guideline for Fiscal Year Appointed Employee (Assistant Language Teacher) in Utsunomiya city in 2026**

Utsunomiya Board of Education is now accepting applications for an Assistant Language Teacher (ALT). Thank you for your interest in our ALT program.

## **1 Job Title : Fiscal Year Appointed Employee – Assistant Language Teacher**

## **2 Eligibility Criteria**

Applicants must:

- (1) Be from a country where English is used as a native language and have standard English pronunciation
- (2) Be graduated from university
- (3) Have experience teaching English in Japan or have TESOL/TEFL/CELTA
- (4) Have a positive attitude towards communication with staff and students at school
- (5) Be able to converse in Japanese, if needed, in order to prepare or discuss lessons at school
- (6) Be currently living or planning to live in the Utsunomiya area, be able to provide your own transportation to any schools throughout the city, also be able to live on your own in Japan
- ※ As a rule, the BOE is unable to assist with housing
- (7) A person who has not been sentenced or imprisoned for a crime
- (8) A person who has not received a dishonorable discharge as an employee of Utsunomiya city
- (9) A person who has not been associated in any way with a political party or any other organization which seeks to overthrow the government with violence after the enforcement of the Japanese Constitution

## **3 Duties**

Participants help Japanese teachers in English classes and make materials for classes. And they must carry out his/her duties as an Assistant Language Teacher under the guidance of the Board of Education and Japanese teachers.

- (1) Assistance in foreign language classes in junior high schools
- (2) Assistance in foreign language activities and classes in elementary schools
- (3) Assistance in the preparation of teaching materials
- (4) Cooperation in foreign language ability contests, etc.
- (5) Assistance in training program for Japanese teachers
- (6) Assistance in special activities and extracurricular activities
- (7) Mutual improving of qualifications of Utsunomiya City Board of Education fiscal year appointees (School Education Division foreign language instruction duties).
- (8) Cooperation in English education programs hosted by Utsunomiya City Board of Education
- (9) Other duties deemed necessary by the head of the department or the principal, in addition to those stipulated in the preceding items.

## **4 Terms and Conditions**

(1) Period of Contract : April 1st, 2026 - March 31st, 2027

※ The first one month will be a probation period for new recruits.

(2) Work Days : from Monday to Friday except public holidays and December 29,30,31, January 1,2,3

(3) Work Hours : 7 hours a day totaling 35 hours a week exclusive of break time

In principle, the duty hours will be from 8:30am to 4:30pm.

※ In principle, you will not work extra hours.

(4) Remuneration : 280,000 yen per month (This is the amount for this year. There is a possibility this amount will be changed for next year. Also there is a possibility this amount will be changed by the ordinance revision.)

※Participation in the Mutual Aid Association short-term benefits, the pension fund program and the employment insurance is mandatory.

※A commuting allowance will be paid if the distance from your house to the school is over 2km.

(5) Vacation Days : 10days paid leave, 20days sickness and injury leave

## **5 Workplace : Junior High Schools and Elementary Schools in Utsunomiya**

(Each ALT works at 1 Junior High School and 2 or 3 Elementary schools.)

## **6 Positions Available : Approximately 20**

## **7 Application Procedure**

To apply, please submit the following documents by post, or deliver in person, to the School Education Division of the Utsunomiya Board of Education (Utsunomiya City Hall, 13<sup>th</sup> floor)

(1) Documents to submit

①Application Form (prescribed form)

②Copy of your passport (including a page carrying your visa status) and residence card

③Copy of your university or post graduate school Certificate of Graduation

④Letters of reference from your previous employers (if available)

⑤A self-Addressed and stamped letter-size (235mm×120mm) envelopes

(※Please affix ¥180 stamp for the envelope.)

※Applicants can download the application form ①on the website of Utsunomiya City or the form is available at the School Education Division of Utsunomiya Board of Education. (City Hall, 13th floor)

※In the event that you are currently working at another office and want to continue working there during this application process with Utsunomiya, please submit a certificate of employment when you apply.

※Documents submitted will not be returned to the applicants.

(2) Address to submit

School Education Division of Utsunomiya Board of Education  
1-1-5 Asahi, Utsunomiya City, 320-8540  
TEL 028-632-2733

## **8 Application Deadline**

Friday, January 16th, 2026

**※ Applications must arrive at the Utsunomiya BOE no later than January 16<sup>th</sup>, 2025.**

## **9 Selection Procedure**

Selection will be made based on submitted documents and interview of shortlisted applicants.

## **10 Interview**

Saturday, January 24th, 2026

Detailed information will be given to those applicants who pass the initial selection process.

## **11 Results**

- (1) The result will be sent to each applicant by post.
- (2) Inquiries regarding the result by phone or any other means will not be entertained.

## **12 Remarks**

- \* In principle, Local Public Officer Act applies to Fiscal Year Appointed Employees as a clerical position. (Orth of service, obligation to keep secrecy and give undivided attention to duty, performance appraisal, disciplinary action and so on)
  - \* Appointment may not be made if the position being recruited for is not established due to budgetary resolutions or other reasons, or if the position is abolished.
  - \* If there is any misrepresentation of educational background, work history, qualifications, criminal record, or other important background information, the offer of acceptance or employment may be revoked.
  - \* By law, applicants' criminal records are checked for prior convictions of specific sexual crimes. Having no such convictions is a hiring requirement, and verification is conducted during the procedure through application documents and interviews.
- ※ For details on "specific sexual crimes" and "persons subject to specific sexual crime facts," please refer to the URL below. (Japanese ver.)

[https://laws.e-gov.go.jp/law/506AC000000069/20261225\\_0000000000000000](https://laws.e-gov.go.jp/law/506AC000000069/20261225_0000000000000000)

「特定性犯罪事実該当者」 A person subject to the "Specific Sexual Offender Status"

1. A person whose conviction for a specific sexual crime resulted in a custodial sentence, and for whom twenty years have not elapsed since the date on which the sentence was completed or ceased to be enforced.
2. A person who has been sentenced to imprisonment for a specific sexual crime, whose sentences have become final, and who are on probation, provided that ten years have not elapsed from the date the sentence became final.
3. A person whose conviction for a specific sexual crime involving the imposition of a fine has become final, and for whom ten years have not elapsed from the date on which the execution of the sentence was completed or ceased to be subject to execution.

「特定性犯罪」 "Specific Sexual Crimes"

Criminal Law

- Indecent assault without consent (Article 176)
- Non-consensual sexual intercourse, etc. (Article 177)
- Indecent acts by a custodian and sexual intercourse by a custodian, etc. (Article 179)
- Causing death or injury through non-consensual indecent acts, etc. (Article 181)
- Requesting meetings with persons under 16 years of age (Article 182)
- Robbery involving non-consensual sexual intercourse, etc., and resulting death (Article 241, paragraphs 1 and 3)

Act on Prevention and Punishment of Theft, etc.

- Habitual aggravated robbery causing injury (Article 4)

Child Welfare Act

- Causing a child to engage in sexual activity (Article 60, paragraph 1)

Act on Regulation and Punishment of Acts Relating to Child Prostitution and Child Pornography, and the Protection of Children

- Child prostitution (Article 4)
- Arranging child prostitution (Article 5)
- Soliciting child prostitution (Article 6)
- Possession, provision, etc. of child pornography (Article 7)
- Human trafficking for the purpose of child prostitution, etc. (Article 8)

Act on Punishment of Acts Involving the Recording of Sexual Images and the Deletion of Electromagnetic Records of Sexual Images

- Recording sexual images, etc. (Article 2)
- Providing sexual image records, etc. (Article 3)
- Storing sexual image records (Article 4)
- Transmitting sexual images, etc. (Article 5)
- Producing sexual image records, etc. (Article 6)

Offenses Prescribed by Prefectural Ordinances (as specified by Cabinet Order), Punishing Any of the Following Acts

- Indecently touching a part of another person's body
- Without justifiable reason, peeping at or photographing underwear or a body normally covered by clothing, using a camera or similar device, or directing or installing such a device for that purpose
- Making indecent remarks or engaging in obscene behavior
- Engaging in sexual intercourse with a child or committing indecent acts against a child

### 13 Contact Information

If you need more information, please contact:

**School Education Division of Utsunomiya Board of Education**

**TEL      028-632-2733**

**email    [u4602@city.utsunomiya.tochigi.jp](mailto:u4602@city.utsunomiya.tochigi.jp)**

**※ please inquire by email as much as possible**