

KOBE COLLEGE HIGH SCHOOL ENGLISH TEACHER

POSITION DESCRIPTION

INSTITUTION

Kobe College Junior and Senior High School is a prestigious, private all girls' school with a student body of 900, founded in 1875 by Congregational missionaries. In 2005, KCHS Junior High School division was recognized by the Japanese Ministry of Education and Science for offering one of the very top English language programs in Japanese junior high schools.

LOCATION

Nishinomiya, Japan (located in the Kobe-Osaka- Kyoto area of Western Japan)

LENGTH OF TERM

- Two year contract (contract is April 1, 2012 to March 31, 2014)
- Application deadline: July 31, 2011

QUALIFICATIONS

- B.A. degree with appropriate coursework. Major in English or Education preferred.
- TESOL certification and teaching experience preferred.
- Speaker of standard American English with strong grammar skills.

POSITION DUTIES

Primary Responsibilities and Expectations

- Prepare teaching materials and conduct class sessions for three/four classes, consisting of 36 to 50 students each, three or four times a week, and possibly one smaller elective course which meets once a week, for a total of approximately 16 hours per week, but subject to change.
- Prepare and evaluate assignments for written work, prepare and evaluate examinations; assign grades for students three times yearly.
- Prepare class materials following the outlines provided and methods used by Kobe College High School teachers. Resources are available as there are no textbooks specifically used for teaching conversational English at KCHS.

- Collaborate with members of the English Department, four of whom are North American. Most appointees team-teach one course with a Japanese teacher in their first year.
- Be present on campus and available for student conferences and other duties from 8:30 a.m. to 4:30 p.m. Monday through Friday, except for one morning or afternoon per week. Approximately 16 hours per week are designated for class contact; the remaining hours are to be used for preparation and for student consultation and other duties.
- Attend morning chapel service from 8:30 – 8:50 a.m. every day.

Secondary Responsibilities and Expectations

- Attend faculty meetings.
- Be comfortable with and able to present the school's Christian values in the classroom and on campus.
- Attend meetings of the chapel committee, participate in activities as frequently as possible, and prepare and present 20 minute chapel programs (ordinarily once each trimester.)
- Proctor exams, including J1 entrance exams.
- Assist with the disciplinary routines, including cleaning supervision.
- Assist with English Speaking Society activities, including retreats.
- Coach students for English speech contests and dramas.
- Assist with occasional extracurricular activities.
- Attend and participate in special school-wide events throughout the year (i.e., Culture Festival, Sports Day, Bazaar, etc.).
- Attend English teacher workshops.
- Assist with field trips, school trips, and excursions.
- Participate on the international exchange student committee for incoming and outgoing exchange students
- Participate in activities to promote and cultivate cross-cultural awareness, and work with KCC-JEE during and after employment.
- Acquire basic conversational Japanese skills in order to meet daily life situations and make the most of new relationships. (Knowledge of Japanese language is not required in order to teach in the classroom.)

SKILLS REQUIRED

- Possess a strong grasp of the structure and mechanics of the English language including grammar, usage, sentence structure, spelling, and punctuation. Knowledge of ESL/EFL principles is not required, but is preferred.
- Divide subject matter into discrete units, and develop and implement effective, engaging classroom activities and projects.
- Manage classroom record keeping, scheduling, and grading of exams; apply a systematic approach to grading criteria.
- Adapt to teaching methods already used by the English Department.

- Meet scheduled deadlines and responsibilities in an effective, timely manner.
- Possess excellent communication and public speaking skills.
- Be a problem solver and possess a mature, sensitive approach to cultural and pedagogical differences.
- Ability to assess needs other than teaching that may arise throughout the high school, and to share responsibilities in working on them.

PERSONAL QUALIFICATIONS

- Value the teaching profession.
- Possess significant interest in Japanese culture, history, and customs.
- Value high standards of personal ethical behavior both in and out of the classroom.
- Be friendly and cooperative in working with other foreign teachers and Japanese teachers in and out of the department.
- Value the Christian principles on which the school was founded.

SALARY

The employee will receive an annual salary of 4,691,200 Yen. Tuition of up to 130,000 yen for Japanese language lessons during the first year of employment. One round-trip travel ticket and one round-trip payment for shipping expenses provided in accordance with established policies that are subject to change without prior notice.

VACATION

A Japanese holiday is observed on Monday if it falls on Sunday, providing a long weekend.

Three major vacation periods occur during the school year (between April 1 and March 31) at approximately the following times:

- Summer break (July 11 – September 10)
- Winter break (December 21 – January 7)
- Spring Break (March 22 to April 7)

These are not guaranteed vacations since there are occasional responsibilities during breaks such as accompanying a student trip or working with summer camp.

ACCOMODATIONS

An attractive, furnished, off-campus apartment is provided. Monthly fee in the amount of 7,000 Yen (84,000 Yen annually) is deducted from the salary. This does not cover

utilities or telephone charges. All four American teachers are housed in the same Western style building.

6/10/11