

APPLICATION INSTRUCTIONS
for 2023 Recruitment of Kobe College High School (KCHS) (grades 7-12)
2024 – 2026 Gottschalk Teacher (GT) of English

Application deadline is midnight (CT) on Wednesday, July 12, 2023

1) Documents to download from the website

- Gottschalk Teacher Recruitment FAQs
(please read: it answers commonly asked questions by applicants)
- Document A: Application Instructions (3 pages)
- Document B: Gottschalk Teacher Applicant Information (3 pages)
- Document C: Gottschalk Teacher Position Description (5 pages)
(please read: it provides details regarding teaching and housing)
- Document D: Reference Questionnaire (1 page)

2) Online Application Instructions

(If you use @sbcglobal.net or yahoo for your email, please see the special note below.)

- When you have all your application materials ready, go to the KCC-JEE website and open the GT application page. Enter the necessary information and upload your materials. Please note that you will need to upload:
 1. 1 file for resume/CV
 2. 1 file for completed Gottschalk Teacher Applicant Information
 3. 1 file for two essays (See instructions for Essays below)
 4. unofficial transcripts
 5. *optionally*, you may upload other supplemental materials such as diplomas or certificates (You may upload as many files as you need (up to 10), but please specify how many you will upload. There will be a box to enter a number where you upload your files.)

NOTE: Items 1-4 must be included for your application to be complete.

Partial applications will not be considered.

- After submitting your application, you will receive an email confirmation with a summary of your submission. **Please retain this email for future reference.** If you do not receive a confirmation email, please contact our office at programs@kccjee.org with your name and email address.

A special note to those using @sbcglobal.net or yahoo

SBC and Yahoo seem to block deliveries of application confirmation email sent from the platform we use. If it can be avoided, we recommend not using your @sbcglobal.net or yahoo email for your application. If you use @sbcglobal.net or yahoo email for your application, and do not receive a confirmation email, please contact our office at programs@kccjee.org with your name and email address.

We apologize for the inconvenience.

continued

Document A

3) Essays

- In a separate attachment, please provide us with two essays addressing the following topics (each with suggested prompts to guide you).
- Be sure that your name is shown on each page.
- Please not to exceed 1200 words total between the 2 essays.

Essay 1:

What is your philosophy about classroom teaching, involvement in extracurricular activities, and collaboration with colleagues?

What ideas or educational theories will guide your classroom behavior and teaching strategies in a rigorous academic setting? How do you imagine yourself helping with extracurricular activities such as sponsoring the after-school English club and traveling on class trips? How do you see yourself as a full-time professional collaborating with a close community of colleagues?

Essay 2:

Why do you think you will be successful in living and working in Japan?

What characteristics, strengths and experiences do you have which will help you be successful in living and working in Japan? What challenges do you envision encountering in your role as a 'cultural ambassador' to Japan and how will you handle them?

4) Instructions for Reference Questionnaire

Letters of recommendation are not collected at the time of application. Should your application be accepted for the semi-finalists review, you will be asked to contact three reference sources who can discuss the qualifications that you bring to the position. At least one referee must be able to address your professional qualifications. Particularly appropriate are those who have taught you or supervised your work.

The semi-finalists will be notified around July 24, 2023. **You will be asked to confirm receipt of the notification and to schedule an interview within 48 hours of receiving the notice.** The reference questionnaires (see Document D) are due by midnight (CT) August 3. Please alert your referees to your possible request and make them aware of the time frame for their response. Please note that we will not be accepting the reference questionnaires until July 25. The questionnaires should be emailed to the KCC-JEE office (programs@kccjee.org) directly by your referees between July 25 and August 3. If you prefer, you may ask your referees and send them the questionnaire as soon as you submit your application, informing them that you will advise them when the questionnaire is needed.

Before sending the questionnaire to your references, please change the file name of the reference questionnaire (Document D) to the following. So, if your name is Hanako Yamada:

Reference 1 file: 2023 GT Reference 1_Hanako Yamada

Reference 2 file: 2023 GT Reference 2_Hanako Yamada

Reference 3 file: 2023 GT Reference 3_Hanako Yamada

continued

5) Background Check

Those candidates who are selected to proceed to the final interview & lesson demonstration stage must obtain and submit their Criminal Background Check for the past five years to the KCC-JEE Office (programs@kccjee.org) by Wednesday, August 16, 2023.

If needed, the KCC-JEE office will be available to provide guidance in this process; however, the general requirements are:

- A criminal record check issued by the government of the state in which the candidate lives.
- If the report contains only criminal history information of that particular state, and the applicant/candidate has lived in another state(s) for more than twelve consecutive months during the preceding five years, the applicant/candidate must additionally submit a criminal record from the other state(s) as well.
- If a criminal record issued by the state government where the applicant/candidate lives contains criminal history information of the country as a whole, including other states, submission of additional criminal records issued by other state governments is not necessary.
- Candidates who have lived in another country for at least 12 consecutive months during the preceding five years must submit a criminal record from that country as well.
- Applicants/candidates who have lived in Japan in the preceding five years are not required to obtain a criminal record issued by the Japanese government.

6) Important Dates for the Recruitment Process

June 15, 2023	Online information session (<i>optional</i>)
July 12, 2023	Application deadline
July 24, 2023	Semi-finalist candidates are selected and contacted
July 26 – August 3, 2023	Semi-finalist interviews on Zoom.
July 25 – August 3, 2023	Reference questionnaires are accepted.
August 7, 2023	Finalists are notified and final interviews are scheduled.
August 16, 2023	Finalist materials (electronic versions) are due.
August 18 – 20, 2023	Final Interviews and lesson demonstrations on Zoom.
Late August 2023	<ul style="list-style-type: none"> • Background check and finalist materials (originals) are due. • Complete application packets of finalists are forwarded to Kobe College. • Committee’s interview reports of finalists are e-mailed to Kobe College.
Mid to Late September	Kobe College Board of Trustees makes the official hiring decision of the 2024 Gottschalk teacher. The Kobe College Chancellor’s office will extend the offer of employment to the selected candidate shortly thereafter.

(2023)