

## **Document C**

# **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 nine hundred, founded in 1875 by Congregational missionaries. It is regarded as one of the best women's schools in Japan, as was recently highlighted in an article in Yomiuri Shinbun, and is well known for providing high quality education based on Christian principles.  
Web site: <http://www.kobejogakuin-h.ed.jp/english/message.html>

### **LOCATION**

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

### **LENGTH OF TERM**

- Two-year contract (contract period is April 1, 2023 to March 31, 2025)
- Application deadline: July 10, 2022

### **QUALIFICATIONS**

#### **Required**

- Speaker of standard American English with strong grammar and writing skills.
- B.A. degree (preferably in English or Education) with appropriate coursework.

#### **Preferred and Strongly Recommended**

- TESOL certification and large classroom teaching experience.
- Currently valid government issued teaching credential (any state).

### **POSITION DUTIES**

#### **Primary Responsibilities and Expectations**

- 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 oral English at KCHS.
- Prepare teaching materials and conduct class sessions for three or 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 classroom 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.
- Collaborate with members of the English Department, at least two of whom are North American. Most appointees team-teach one course with a Japanese teacher in their first year.

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- Be present on campus and available for student conferences and other duties from 8:30 a.m. to at least 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, student consultation, teacher collaboration and other duties.
- Attend morning chapel service from 8:30 – 8:50 a.m. every school 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.
- Work with the religious committee to prepare and present a 20-minute chapel program talk (ordinarily once each trimester).
- Proctor exams, including junior high school entrance exams.
- Assist with the institutional routines, including cleaning supervision.
- Assist with English Speaking Society activities, including summer camps and contests.
- Coach students for English speech contests, recitation 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.). Many of these events are held on Saturdays.
- Attend English teacher workshops.
- Assist with field trips, school trips, and excursions (sometimes overnight).
- Advise incoming and outgoing exchange students on the international exchange student committee.
- Participate on the international exchange student committee for incoming and outgoing exchange students.
- Participate in activities to promote and cultivate cross-cultural awareness.
- Communicate briefly with KCC-JEE each term about your experience at KCHS and/or Japan in general.
- Acquire basic conversational Japanese skills to meet daily life situations and make the most of new relationships. Gottschalk teachers, however, are asked not to speak Japanese to students both in and out of the classroom. Knowledge of Japanese language is not required 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 preferred.
- Create cohesive lesson plans which include dividing subject matter into discrete units, and developing and implementing effective, engaging classroom activities and projects.
- Manage classroom record keeping, scheduling, and grading of exams and apply a systematic approach to grading criteria.
- Adapt to large class size and teaching methods used by the English Department (see **CREW METHOD** description, page 4).
- Meet scheduled deadlines and responsibilities in an effective, timely manner.

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- Possess excellent communication and public speaking skills.
- Be a problem solver and possess a mature, sensitive approach to cultural and pedagogical differences.
- Be able 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. Additional compensation includes tuition reimbursement of up to 130,000 yen for Japanese language lessons during the first year of employment. Policies regarding additional compensation are subject to change without prior notice.

### **VACATION**

As per the KCHS teachers' contract, vacation benefits consist of:

- Annual paid leave (10 days the first year of employment).
- KCHS staff holidays (13 days).
- Special leaves due to individual circumstances.

The school year consists of three segments of classes:

- First trimester: early April through mid-July.
- Second trimester: early September through mid/late December.
- Third trimester: early January through mid/late March.

The Gottschalk teachers are expected to collaborate and divide occasional work responsibilities during trimester break periods. These responsibilities may include accompanying students on organized trips, coaching students for speech contests, or attending summer camps.

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

### **ACCOMMODATIONS**

The school provides an attractive, furnished, off-campus apartment (no smoking and no pets). A monthly occupancy 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 American teachers are housed in the same Western style building.

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### **CREW METHOD**

Kobe College Junior and Senior High School is well known among Japanese for being one of the oldest women's educational institutions, for its beautiful campus and for its level of English instruction. It has an English curriculum that teaches all-around communication skills. Especially in junior high school, the basics are taught with the Crew Method, a hybrid method that was developed by Miss Angie Crew, a missionary/English teacher at KCHS for 34 years (1930 – 1964).

The Crew Method utilizes a combination of techniques using the International Phonetic Alphabet for pronunciation, Total Physical Response for comprehension, immersion in English, and elements of the direct method. In the students' first year, there are six classes of English every week, three of which are team-taught by an English native speaker and a Japanese teacher. No Japanese is used in any of the junior high English classrooms. The students start out by listening to their teachers' English, copying their pronunciation and acting out their instructions. Repetition and review are constant. The students' active participation is encouraged through various activities such as songs, games, storytelling, and recitation. Exposure to the native speaking teachers in and out of the classrooms is another important element, enabling the students to learn the cultural background of the English language. By the time they complete the Junior High grades, the students at KCHS are generally able to communicate in everyday English using their listening, speaking, reading, and writing skills.

With the Crew Method, immersion in English occurs from the very beginning so that the students grow comfortable being in the English-speaking environment. The syllabus is designed to build vocabulary and grammar, and phonetic alphabet cards and handouts are used in the classrooms instead of traditional textbooks. Starting with simple building blocks of the language, the teachers lead the students in the Present/Practice/Produce style to help build their vocabulary and grammar skills. This method seems to work well with the Japanese students, who have a high level of tolerance for repetition, and are accustomed to focus on perfection in the Japanese school systems.

Newcomers to this extraordinarily successful system of instruction may find the Crew Method to be very structured and rather inflexible compared to the more recently developed TEFL methods. All native-English-speaking Gottschalk teachers are assigned to J-1 (7<sup>th</sup> grade) classes for their first year and are teamed with the lead Japanese teachers. The syllabus is grammar-oriented and is designed to be teacher-driven. Teachers create their own syllabi for classes in upper grades, however, and have the latitude to run a more student-centered classroom if they wish.

The use of International Phonetic Alphabet is another unique feature of the Crew Method. Familiarizing oneself with this alphabet system prior to arriving at KCHS is highly recommended.

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## **TEACHING ENGLISH IN JAPAN**

The chart below summarizes the comparison of teaching English at Kobe College High School to two other common teaching situations in Japan.

<b>Kobe College High School</b>	<b>Language Schools</b>	<b>JET Program</b>
<ul style="list-style-type: none"><li>▪ Comprehensive, highly ranked private school for girls grades 7 – 12</li><li>▪ High-performing, motivated students</li><li>▪ One location</li><li>▪ Full-time English teacher plus extracurricular duties</li><li>▪ Competitive pay</li><li>▪ Subsidized furnished housing</li><li>▪ Reimbursed Japanese language study</li></ul>	<ul style="list-style-type: none"><li>▪ Privately operated or part of a company with students of any age (including adults)</li><li>▪ Wide variety of student English performance and motivation</li><li>▪ May be located anywhere in the country and may serve multiple locations</li><li>▪ Full or part-time position with work hours before and/or after school or company hours</li><li>▪ Pay varies</li><li>▪ Housing usually not included</li></ul>	<ul style="list-style-type: none"><li>▪ Comprehensive public school for grades K – 12</li><li>▪ Wide variety of student English performance and motivation</li><li>▪ May be assigned to a school located anywhere in Japan (urban, semi-rural or rural)</li><li>▪ May serve multiple schools</li><li>▪ Full-time Teacher's Assistant plus extracurricular duties</li><li>▪ Competitive pay</li><li>▪ Subsidized housing</li></ul>

(June/2022)