

Recruitment for Kindergarten, Elementary and Junior High School at Okinawa AMICUS International (OAI)

If you are interested in teaching at AMICUS, please register with us online.

Are you a fully qualified kindergarten, elementary school, junior high school teacher (English, Math, PE, Social Studies and/or Home Economics), a music teacher and a science teacher with at least two years of experience in the field of early childhood education, elementary education and/or junior high school education? Would you like to be an important part of a team that is creating a unique school?

At Okinawa AMICUS International, we recruit kindergarten, elementary, junior high school teachers, a music teacher and/or a science teacher. First, please read our website carefully. If you agree with our school's philosophy and policy, and fulfill the qualifications stated, please register with us online.

“Qualifications”

As stated on our homepage, all nationalities are welcomed to apply, and that applies to our students, teachers, and administrators. We place great value on the individual's human qualities and potential, not on where the person comes from. Overall, the qualification criteria are as follows:

1. At least **TWO YEARS** of fully credentialed/licensed teaching experience preferably as a homeroom teacher in the field of early childhood education, elementary and/or junior high school education is required. All nationalities are welcomed to apply.
2. Applicants must have at least a Bachelor's degree in early childhood education, elementary education and/or junior high school education. *Junior high school specialized subjects: Math, PE Social Studies and/or Home Economics

teachers. Teachers with additional, recognized diploma, degree, and/or certificate with practicum in TESOL, TEFL/TESL, EFL/ESL, ESOL, EAL/D are encouraged to apply. Teachers with additional, valid, current junior high school certification/license are also encouraged to apply.

3. A valid current license and/or certificate to teach kindergarten, elementary school and/or junior high school from the applicant's home country is required. English and Math are mandatory subjects for foreign national elementary homeroom teacher to teach in class. As for other subjects such as Social Studies, Life Skills, Arts, Home Economics, PE and Moral Skills, it depends on the team (partner teacher). **All applicants MUST have a valid teaching license and/or certificate to apply for the position.**

4. Interest in and willingness to adapt to Japanese culture as well as an enthusiasm for educating children with a wide variety of levels and backgrounds is essential.

5. Excellent communication skills are required.

6. A basic functionality of Japanese is preferred for native English speakers. Japanese applicants are expected to be bilingual in English*. (*Expected English level is above TOEIC 850 or Eiken Pre1.)

“Employment Benefits”

- Monthly salary range: 196,200~413,400 yen. (Before tax. If your visa status is SOFA, 20.42% income tax rate will apply.)
- AMICUS will follow the Japanese calendar for teachers. *Japanese school year starts in April and ends in March.
- Teachers are entitled to twenty days of annual leave plus two days of sick leave, five days of paid holiday in summer and six days in winter based on school calendar. *It may vary in individual contract.
- Teachers will work on regular schedule during summer recess.
- Contract duration is one year, with an option to renew the contract.
- Working hours are from 8:15 a.m. to 5:00 p.m., Monday through Friday, through out the school year.
Working on weekends may be required due to school events.

- A relocation allowance of 200,000 yen will be provided to successful candidates who applied from outside Okinawa.
- In addition to the monthly salary, commutation allowance will be provided.
- Further details of the teaching package will be provided to successful candidates.

“About hiring”

We will hire kindergarten, elementary school teachers, junior high school teachers and/or a music teacher as full-time teachers on an as-needed basis.

Successful candidates will be hired as full-time kindergarten, elementary school and/or junior high school teachers. The starting date of employment is negotiable.

“Online Registration”

As a preliminary screening, we will review an applicant’s qualifications as posted on our online registration.

Only qualified candidates will be notified to proceed to the next stage. Qualified candidates will be informed of their result via email within approximately four weeks after the registration.

We will send qualified candidates “Application Information and Application Form” via email.

In addition to the designated application form, applicants proceeding to the next stage will need to submit the following documents

- Resume *Designated form
- Copy of proof of graduation from all institutions of higher education attended
- Original transcripts from all institutions of higher education attended
- A copy of current, valid teaching certificates or licenses
- A copy of valid passport
- A copy of Resident Card (If issued from the Japanese immigration.)
- Police certification (You must provide police certificates from your country of citizenship.)
- Health check certification (Issued within one year)

■ Three letters of recommendation (signed, sealed) from principals, professors, educational directors/supervisors, and/or professional associates with current contact information

*Required documents above will be crucial in applying for your temporary teaching license issued by the Okinawa Board of Education which is required to teach at schools in Okinawa, Japan.

*Please note that your hiring offer will be cancelled if the Okinawa Board of Education denies the issuance of your teaching license due to your incomplete documentation.

*Information provided by applicants will be kept confidential.

*Application materials and documents submitted will not be returned.

● Selection Procedure

Starting online registration

Send out a notification of the preliminary screening result via email within 4 weeks after online registration **only to those who pass the screening**

First Screening

- Review of application materials
- Interview at the office or via Skype

Send out notification of the first screening result via e-mail

Second Screening

- Interview at the office or via Skype
- Mock lesson



Send out a letter of notification for the second screening result via e-mail



Send out an offer letter with employment contract via e-mail and post mail



Start as a kindergarten teacher, elementary school teacher or junior high school teacher at Okinawa AMICUS International

*If the applicant is unable to attend the second screening due to your residence abroad, the screening committee may set up a Skype interview to discuss the qualifications. Also, we may require the applicant to submit a recorded DVD/Video data file of the mock lesson.

Start date: *The starting date of employment is negotiable.

Place: Uruma City, Okinawa Prefecture, Japan. (Map URL: <http://goo.gl/maps/Trqv>)

“Inquiry “

Should you have any questions, feel free to contact us via email. Please confirm that your email can receive our attached files (PDF). Also, please make sure that our email will not be misclassified as spam.

AMICUS International Education Foundation

Attn: Teacher Recruitment

Email: recruit@amicus.ed.jp