The Kawagoe Sister City Exchange and Teaching Program seeks to promote mutual understanding between Kawagoe and its sister cities and foster international perspectives in Kawagoe by promoting international exchange at the level as well as intensifying foreign language education in Kawagoe. This program will be renewed on an annual basis.

This program started in 1989 with the cooperation of Tokyo International University, Willamette University and Salem City in Oregon, U.S.A. As the KET Program has achieved an excellent reputation over the last 28 years, it is of great importance that this high level of respectability is maintained. Those invited to Kawagoe as participants are expected to assume significant responsibilities as representatives of Kawagoe-Sister City.

Details of the Program are as follows.

1. **Place of employment and duties**

   (A) **Area**
   English Language instruction and promotion of education for international understanding. *(Kawagoe Assistant English Teacher)*

   (B) **Place of Employment**
   In the area outlined above, duties are to be carried out in municipal junior high schools, a municipal senior high school, municipal elementary schools and Kawagoe City Education Center.

   (C) **Duties**
   Participants are to carry out their duties as Assistant English Teachers under the guidance of English Teachers' Consultants, Japanese teachers of English etc.
   The AET shall perform the following duties as specified by the Superintendent, principal(s), and supervisor(s), by assisting teachers’ consultant(s) and English language teacher(s).
   1. Assist in English language activities at elementary schools, and English language courses at junior high and senior high schools.
   2. Assist with seminars conducted by teachers’ consultants.
   3. Assist and provide guidance for extra-curricular activities.
   4. Assist in the preparation of English teaching materials and English speech contests as directed by teachers’ consultants and English language teachers.
   5. Assist with Kawagoe City international exchange activities (translate foreign language publications, assist and offer advice for international
exchange activities, receive foreign guests, interpret at events, etc.)
6. Assist with language instruction and international exchange activities
for city employees and local residents.
7. Participate in local exchange organization’s program activities, and
offer advice for concerning such activities.
8. Assist with cross-cultural understanding exchange activities for local
residents.
9. Other duties deemed necessary by the Superintendent.

KET participants are required to visit schools in Kawagoe Municipal
Board of Education, and to stay at a specially designated school, or
perform the both duties listed above.

2. Eligibility Criteria

Applicants must:
1. Be mentally and physically healthy.
2. Possess the ability to live and engage in work duties in Japan.
3. Have graduated from a university.
4. Be a native English speaker and possess modern standard English
   abilities.
5. Have an interest in Japan, and desire to deepen understanding with
   Japan even after the conclusion of the contract.
6. Have an interest in education in Japan, especially an interest in
   English language education, and the desire to conduct it.
7. Have an interest and desire to work with children and teachers.
8. Have appropriate language, behavior, and clothing to work for
   educational purposes.

3. Conditions of Employment

(A) Length of Employment

Contracts are for one year commencing on the 1st of August 2018 until
the 31st of July 2019, they are renewable in certain circumstances by
mutual consent between the KET participant and the Kawagoe Board of
Education.

Early termination of the contract on the part of the participant greatly
affects the overall running of the program (as yearly schedule for
municipal schools are made in advance, it also greatly inconveniences
the Kawagoe Board of Education). All participants are expected to fulfill
the full term of the contract.

Normal working hours in Kawagoe are from 8:30 a.m. to 4:15 p.m. on
Monday through Friday (including 45minutes lunch break). There are
cases in which extra working hours are required after 4:15 p.m.
Saturday, Sunday and 20 paid holidays are also provided.
(B) Remuneration

¥3,600,000 with the amount of tax is to be paid per annum in monthly payments. This amount will be sufficient to cover personal expenses for living in Japan.

A part of the cost for mandatory health insurance and pension fund (about ¥40,000 per month) is borne by each participant and is deducted from the monthly payment of ¥300,000.

(C) Transportation

Each participant, who will travel to Japan in August, are provided with an air ticket from designated American airports to Narita International Airport by Kawagoe City, provided that they complete their contract and adhere to the established terms and scheduled of the program. Domestic travel expenses to the designated American Airports are borne by the participant. Travel expenses between Narita International Airport and Kawagoe will be borne by the city. However, it is likely to change by a fiscal year.

(D) Accommodation

The host institution will provide each participant with an apartment house. 50% of the rent will be paid by the city. The rest 50% of the rent (approximately from ¥36,000 to ¥39,000) will be borne by participants. However, it is likely to change by a fiscal year.

(E) Orientation

After arrival, orientation on lifestyle in Japan and on implementation of specific duties will be held by the Kawagoe Board of Education.

4. Application Procedure

(A) Application forms are available ONLINE only.

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<thead>
<tr>
<th>APPLICANTS IN THE U.S. SHOULD RETURN APPLICATIONS TO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Willamette University, Office of International Education</td>
</tr>
<tr>
<td>900 State Street, Salem, Oregon 97301</td>
</tr>
<tr>
<td>Tel: 503-375-5493</td>
</tr>
</tbody>
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<table>
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<tr>
<th>APPLICANTS OUTSIDE THE U.S. SHOULD RETURN APPLICATIONS TO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>b) Kawagoe City Education Center</td>
</tr>
<tr>
<td>6083-10 Furuyakami, Kawagoe, Saitama, Japan 350-0001</td>
</tr>
<tr>
<td>Tel: 049-235-7591, Fax: 049-230-1023</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:kyoikucenter@city.kawagoe.saitama.jp">kyoikucenter@city.kawagoe.saitama.jp</a></td>
</tr>
</tbody>
</table>
(B) Documents:
(1) Application Form (attached)
(2) 6 Photographs (passport size) taken within the past 6 month.
   (Attached to the Application Form)
(3) Self-Assessment medical Report (attached)
(4) Letter of Reference (1 copy)
(5) Certified record / transcript of all college / university course.
(6) Certification of Graduation from college or university. (If you have not already graduated, you must submit a certificate of expected date of graduation or current attendance on a degree course.)

The above documents should be submitted together to Willamette University.
Willamette University will send them in a lump to Kawagoe Board of Education.
The required documents must be received no later than January 31, 2018.

(C) Applicants will be reviewed by Kawagoe. Final results will be announced by early in April, 2018.

(D) Successful applicants are required to submit an official Medical Report signed by a licensed practicing physician (Kawagoe Board of Education send a form of the Medical Report to each participant with a notification of appointment), six photographs for the purpose of obtaining an entry visa, etc. (3 cm wide by 4 cm long, with full name written on reverse), and other documents (a copy of your diploma, statement of agreement, a copy of your passport) to Kawagoe Board of Education directly.

(E) The participant may be disqualified from the program without warning in the following circumstances:
(1) The participant engages in conduct which is considered to be unsuitable for a KET participant, or there are reasonable grounds to believe that the participant has engaged in such behavior;
(2) The participant’s application documents are found to contain any false statements.