

THE 2023 KAWAGOE SISTER CITY EXCHANGE and TEACHING (KET) PROGRAM

The Kawagoe Sister City Exchange and Teaching Program (KET 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 30 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

(1) Area

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

(2) Place of Employment

In the area outlined above, duties are to be carried out in municipal elementary schools, junior high schools, a high school, a special needs school, and Kawagoe City Education Center.

(3) 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. Assistance in Foreign language activities in elementary schools and assistance in English classes in elementary school(s), junior high(s), high school, and special needs school.
2. Cooperation and guidance in extracurricular activities
3. Preparation of English supplementary materials and cooperation in English speech contests
4. Assistance with training activities for faculty and staff
5. International exchange affairs
6. Language instruction and cooperation in international exchange activities for employees and local residents
7. Other duties as deemed necessary by the Board of Education

Applicants must:

1. Be mentally and physically healthy.
2. Possess the ability to live and engage in work duties in Japan.
3. Have graduated or is expected to graduate from a university.
4. Have excellent language skills in the English language with the ability to acquire and apply modern standard pronunciation, rhythm and intonation accurately and appropriately. Have an ability to compose sentences in a logical manner.
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.
9. Be willing to comply with the laws and regulations of Japan.
10. Have a status of residence that allows participants to engage in the work during the time of employment.

Do not fall under any of the other disqualifications stipulated in Article 16 of the Local Public Service Law.

3. Conditions of Appointment

(1) Length of the Appointment term, Working Hours

Appointment are for one year commencing on the 1st of August 2023 until the 31st of July 2024, the participants may be reappointed after conducting a screening and other procedures. Early termination of the contract on the part of the participant greatly affects the overall running of the school curriculum (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 appointment. The term of appointment may be subject to change due to unforeseen circumstances such as new coronavirus infection.

Normal working hours in Kawagoe are 7 hours and break is 45 minutes. They are basically from 8:30 a.m. to 4:15 p.m. from Monday through Friday (including 45 minute break).

In addition to the above, overtime and holiday work may be required.

(2) Remuneration

(excluding remuneration for overtime work, holidays and night work)

Compensation shall vary with years of service.

First year	Second year	Third year	After the fourth year
2 8 0 , 0 0 0 yen	3 0 0 , 0 0 0 yen	3 2 5 , 0 0 0 yen	3 3 0 , 0 0 0 yen

Your salary of a month will be paid on the 21st of the next month. Social and unemployment insurance premiums are deducted at the time of payroll payment. Inhabitant tax, if any, is to be paid by the employer. If the term of appointment is changed due to the effects of unforeseen circumstances such as new coronavirus infection, the compensation will be calculated as determined by the Kawagoe City

(3) Vacation time

Annual paid leave will be granted within a range of 20 days depending on the period of appointment and the number of days worked per week. In addition, there are systems for sick leave, special leave, etc., within paid or unpaid leave varying depending on the type of leave. The details shall be in accordance with the Notice of Conditions of Service to be handed out after employment and the List of Leave Programs for Fiscal Year Appointees.

(4) Travel expenses for coming to and returning from Japan

Travel expenses from the designated airport in the U.S. to Narita International Airport or Haneda Airport for the visit to Japan will be covered in accordance with the travel expenses regulations of Kawagoe City (airfare arrangements) under the condition that the selected candidate will implement the project plan without delay and comply with the rules and regulations pertaining to the appointment. The travel expenses from his/her home to the designated airport in the U.S. will be borne by him/her. Travel expenses from Narita International Airport or Haneda Airport to Kawagoe City will be covered under the travel expense regulations of Kawagoe City (travel expenses paid). However, this may be changed from year to year.

Upon returning to the U.S., travel expenses from Narita International Airport or Haneda Airport to the designated airport in the U.S. will be covered under the travel expenses regulations of Kawagoe City (airline ticket arrangement) under the condition that the selected candidate completes his/her term of appointment. Travel expenses from the designated airport in the U.S. to his/her home shall be borne by the applicant. Travel expenses from Kawagoe City to Narita International Airport or Haneda Airport will be covered under the travel expense regulations of Kawagoe City (travel expenses paid). However, this may be subject to change from year to year.

(5) Accommodation

The host institution will provide each participant with an apartment house (a studio apartment for rent). The costs associated with the rental of the apartment shall be borne by the participant. The approximate monthly rental fee is about 65,000 yen, depending on the property. In addition, the participant has to pay the initial cost of the apartment house and the fire insurance fee as soon as he/she arrives in Japan. It will cost about 150,000 to 250,000 yen.

(6) 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

(1) Application forms are available.

Willamette University, Office of International Education
900 State Street Salem, Oregon, 97301, USA

<http://willamette.edu/offices/oie/connections/ket-program/index.html>.

(2) Documents:

- ① Application Form (attached)
- ② 6 Photographs (passport size: 3 cm wide by 4 cm long, taken within the past 3 months, with full name written on reverse, attach one photograph 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, with the exception of graduation certificates, must be submitted to Willamette University by February 28th, 2023.

- (3) Final adoption results shall be notified by early April 2023.
- (4) 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), and other documents (a copy of your diploma, statement of agreement, a copy of your passport) to Kawagoe Board of Education directly.
- (5) 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 inappropriate as 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.