Assistant English Teacher(AET) Recruitment for the fiscal year 2027

1. Application Period

Monday, November 2, 2026 – Friday, December 4, 2026

※Hours: 8:30 a.m. to 5:15 p.m. (excluding 12:00 p.m. to 1:00 p.m., as well as Saturdays, Sundays, and national holidays)

2. Number of Openings

Approximately 26 positions (tentative)

3. Eligibility Requirements

AET candidates must satisfy all of the following criteria:

(1) Must reside in Okinawa Prefecture and speak English as a native language, second language, or official language, or have lived in an English-speaking country/region for approximately 15 years.

(2) Must have graduated from a university defined under the School Education Act, be recognized as possessing equivalent or higher academic ability, or have received 12 or more years of education in English and obtained a master's or doctoral degree (or equivalent education) from an overseas university.

(3) Must possess daily conversational ability in Japanese.

(4) Must hold, or be expected to obtain, a valid work-eligible visa/status of residence in Japan.

(5) Must possess the personal qualities, competence, and enthusiasm required of an Assistant English Teacher.

(6) Must have no history of disciplinary actions or unlawful acts in the workplace.

(7) Must have no criminal record of specified sex-related offenses.

Note: Regarding items (6) and (7), if relevant facts are discovered after hiring, employment may be rescinded.

4. Job Description / Duties

(1) Assisting with foreign language classes and foreign language activities

(2) Researching and preparing teaching materials

(3) Team-teaching in collaboration with homeroom and subject teachers

(4) Participating in training sessions organized by the Naha City Board of Education and other related bodies

(5) Performing other duties as directed by the school principal, in addition to those listed above

5. Term of Appointment and Working Days

Approximately 170 days designated within the period from April 1, 2027 to March 31, 2028.

※Scheduled workdays may change depending on circumstances at each school.

※There are no scheduled workdays in August; therefore, August is unpaid.

6. Working Hours

Monday to Friday

6 working hours per day between 8:15 a.m. and 4:45 p.m. (with a 45-minute break)

※Working hours are subject to change according to the daily schedule of each school.

7. Paid Leave

Annual Paid Leave: 10 days (additional days granted based on years of continuous service)

Non-Occupational Sick/Injury Leave: 10 days (may vary depending on the date of hiring)

8. Salary and Insurance

Hourly Wage: From ¥2,255 (paid by bank transfer on the 20th of the following month of work)

Commuting Allowance: Eligibility and amount depend on commuting distance and method.

Social Insurance: Mandatory enrollment in Health Insurance, Employees' Pension Insurance, Nursing Care Insurance (for individuals aged 40 and older), and Employment Insurance.

※Note: The hourly wage is an estimate and may be subject to change (increases may apply based on prior work experience). For individuals renewing their employment, their current hourly wage will serve as the estimated rate.

※Insurance premiums are deducted monthly from your salary.

9. Application Method

Obtain the application form from the School Education Division of the Naha City Board of Education or via the official website, and submit it along with the required documents listed below to the Naha City Board of Education by Friday, December 4, 2026.

※Please note that incomplete application documents will not be accepted.

※Please submit documents in person at our service counter. If you are unable to bring them in person, please send them using a trackable postal service, such as Simplified Registered Mail (Kan-i Kakitome) or Designated Record Mail (Tokutei Kiroku Yubin). Please refrain from sending via standard regular mail.

※We cannot assume any responsibility for non-delivery or delays caused by postal accidents or errors. Please pay close attention to the submission deadline and mailing methods, and ensure you submit your documents under your own responsibility.

※Notice of your interview schedule will serve as acknowledgment of receipt of your application documents.

10. Required Documents

(1) Application Form (prescribed form designated by the Board of Education)

(2) Copy of Passport (pages displaying your photo and status of residence)

(3) Copy of Alien Registration Certificate or Residence Card

(4) University Graduation Certificate or a copy of your Diploma

※Please note that incomplete application documents will not be accepted.

※ Following the selection process, only successful candidates who receive a tentative job offer will be required to submit a medical examination report (physician's medical certificate including a chest X-ray) at their own expense.

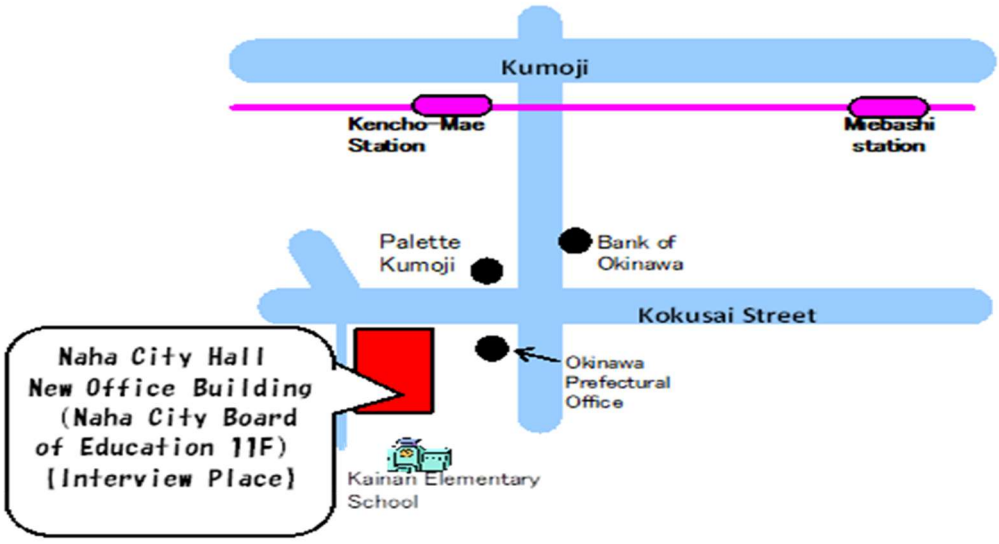
11. Submission Address / Contact

School Education Division, Naha City Board of Education (Naha City Hall, 11th Floor)

1-1-1 Izumizaki, Naha City, Okinawa

Phone: 098-917-3506

※Parking fees incurred when submitting application forms or attending interviews must be borne by the applicant.



12. Selection Method

Document screening followed by an interview.

13. Interview Period

Friday, November 20, 2026 - Tuesday, December 15, 2026

(Approximately 15-20 minutes per person. The interview will fundamentally be conducted in Japanese, but an interpreter will be present. First-time/new applicants will be required to conduct a 3- to 5-minute mock teaching demonstration.)

14. Interview Venue

Naha City Board of Education (Naha City Hall)

1-1-1 Izumizaki, Naha City, Okinawa

15. Notification of Selection Results

The examination numbers of successful candidates will be posted on the Naha City Board of Education website from mid-December 2026 to mid-January 2027.

※Please make sure not to lose your examination number card/slip.

16. Remarks / Notes

(1) Please note that this recruitment will become effective upon the final approval and enactment of the FY2027 budget.

(2) In order to engage in these duties, a criminal history verification must be conducted to confirm the presence or absence of any prior criminal record of

specified sex-related offenses, in accordance with the Act on Measures by School Providers and Private Education/Childcare Business Operators to Prevent Child-Directed Sexual Violence, etc. (Act No. 69 of 2024; hereinafter referred to as the "Child Sexual Violence Prevention Act"), which comes into force on December 25, 2026.

(3) If an individual has a prior criminal record of specified sex-related offenses (i.e., falls under the category of a person with a record of specified sex offenses), measures such as prohibiting them from engaging in these duties must be taken under the Child Sexual Violence Prevention Act. Consequently, having no criminal record of specified sex offenses is established as one of the employment prerequisites.

(4) During the recruitment and selection process, we will verify whether you have any prior convictions for specific sexual offenses, using documents such as a written pledge or your resume.

※Note: Please refer to the attached reference legal provisions for the definitions of "specified sex offenses" and "persons with a record of specified sex offenses."