

Naha City Board of Education
ANNOUNCEMENT for 2026

Position: Assistant English Teacher (AET) for fiscal year 2026 to 2027

1. Recruitment period

Monday, December 1, 2025 through Tuesday, January 6, 2026

- ✧ Open from 8:30 a.m. to 5:15 p.m. except Saturdays, Sundays and public holidays
- ✧ The Naha City Board of Education will be closed for the holidays from December 29, 2025 to January 2, 2026

2. Number of Positions: Approximately 39 individuals (tentative)

3. Qualification/Requirements

Qualified applicants must be:

- A) Those who reside in Okinawa and speak English as their mother tongue, second language or official language or those who have lived in English-speaking countries for approximately 15 years.
- B) Those who have graduated from – or possess academic abilities equivalent to or higher than – a university as stipulated in the School Education Law or have received education in English for more than 12 years and have obtained a master's or doctoral degree (or equivalent) from a foreign university.
- C) Those who possess daily conversational skills in Japanese.
- D) Those who possess or are expecting to receive a work permit in Japan.
- E) Those who possess the qualifications, competence and passion to work as an English language instructor of foreign nationality.
- F) Individuals with no record of disciplinary actions related to employment or illegal activities (including specific criminal offenses). *Please note that if such facts are discovered after recruitment, employment may be terminated.

4. Responsibilities

- A) Assistance for foreign language classes in junior high schools and instruction of English speech contests, etc.
- B) Assistance for foreign language activities and classes in elementary schools.
- C) Research and creation of teaching materials.
- D) Demonstration classes as a team with homeroom teachers and subject teachers.
- E) Participation in training and other activities organized by the Naha City Board of Education.
- F) Education.
- G) Other duties as directed by the Principal in addition to what is stipulated above.

5. Appointment period

April 1, 2026-March 31, 2027

- ✧ About 170 working days (Working days will be adjusted to fit the school schedule)
- ✧ There is summer vacation in August and no salary.

6. Working hours

Monday- Fridays (occasionally on weekends depending on school events)

Between 8:15 a.m. and 4:45 p.m. 6 hours per day with a 45-minute break time

✧ The school's daily routine may differ, so adjust accordingly.

7. Annual leave with pay

- A) Annual leave: 10 days
- B) Sick leave: 10 days

8. Salary, transportation reimbursement, and medical insurance

- A) **Hourly wage: 2,193 yen~**

(Payment will be made via bank transfer on the 20th of the month following the month of employment)

※The salary is the estimated amount.

- B) Transportation reimbursement

Subject to approval and may vary depending on commuting distance and method.

- C) Mandatory Insurance Enrollment

Health Insurance, Employee Pension, Long-term Care Insurance (for individuals aged 40 and above), and Employment Insurance.

*The stated wage is tentative and may be subject to change. Additional allowances may apply depending on prior work experience.

*For individuals with continuous employment, the current hourly wage will apply as the tentative wage.

*Insurance premiums will be deducted from the monthly salary.

*In cases of commuting by private vehicle, parking fees must be borne by the individual.

- D) School parking (self-payment)

9. Application method and deadline

Application form can be download from our HP. Applications and résumés must be submitted in person to the Naha City Board of Education by **Tuesday, January 6, 2026.**

***Applications will not be accepted via fax, email, or postal mail.**

~~10.~~ Documents to be submitted

*Documents A-D must be submitted prior to the interview.

*Document E must be submitted by successful applicants.

- A) Application (Naha Board of Education Form)
- B) Copy of Passport(page(s) showing your photo and visa status)
- C) Copy of Alien Registration card or Resident card
- D) Copy of Bachelor's / Master's Degree
- E) Medical Examination (including X-Ray) will not be reimbursed by the Naha City Board of Education. (This is a private expense.)

*Only prospective employee should submit this document.

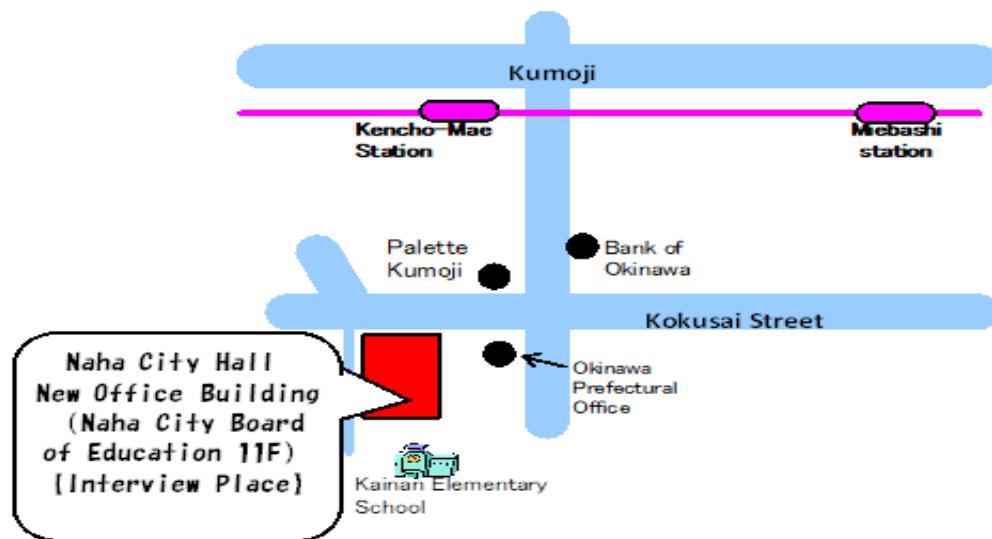
***Please note that applications with incomplete or incorrect documentation will not be accepted.**

11. Submitting Destination

Naha City Board of Education (School Education division)

1-1-1 Izumizaki, Naha City (Naha City Hall 11F) ☎ 098-917-3506

***Parking fees during application submission and interviews will be at your own expense.**



12. Selection Process

Candidates will be examined upon submission of documents and an oral interview.

13. Interview days

Wednesday, January 7, 2026-Friday, January 16, 2026

- ✧ Board of Education officers will conduct interviews in Japanese. However, an English interpreter will be present. Each interview will last 15~20 minutes. New applicants do demonstration of English class for 3~5 minutes.

14. Interview Venue

Naha City Board of Education
1-1-1 Izumizaki, Naha City (Naha City Hall 11F)

15. Selection Notification

The results of the interviews will be posted on the Naha City Board of Education homepage from the middle of February to the end of February 2026.

Please keep your Examinee's number card and check it at the website below.

- ✧ <http://www.city.naha.okinawa.jp/kakuka/kyouikusoumu/education.html>

16. Remarks: Please note that this public offering will only become effective upon the confirmation of the budget for the 2026 fiscal year (Reiwa 8).