

Application Guidelines for Employment of Fiscal Year in Tochigi City 2026

Tochigi City is recruiting Assistant Language Teachers (ALTs) to enhance the Global Education initiatives at elementary and junior high schools within the city.

1. Primary Duties

- 1) To assist in lessons and to create teaching materials at elementary and junior high schools
- 2) To support various initiatives related to the city's Global Education program
- 3) To assist with English speech contests
- 4) To support in seminars for teaching staff
- 5) To participate in special activities and extracurricular events
- 6) To support community-based international exchange activities

2. Number of Positions Available Approximately four

3. Eligibility Requirements

Required Qualifications

- 1) Be from a country where English is the native or official language, with proficiency equivalent to that of a native English speaker
- 2) Hold a university degree or higher
- 3) Be committed to improving communication skills in students and building positive relationships with both students and staff
- 4) Be mentally and physically healthy
- 5) Be able to relocate to an area within commuting distance after being hired
- 6) Hold a valid work visa for employment as an ALT in Japan
- 7) Not have been sentenced to imprisonment (After June 2025, custodial sentence) or be currently serving a sentence
- 8) Not have been dishonorably discharged as an employee of Tochigi City within the past two years
- 9) Not have formed or joined any political party or other type of party that advocates for destroying the government through violence after the enforcement of the Japanese Constitution

Preferred Qualifications

- 1) Hold a standard driver's license and privately owned car in Japan
- 2) Be able to commute to elementary and junior high schools throughout the city
- 3) Have sufficient Japanese ability to conduct lesson preparation meetings
- 4) Have more than one year of work experience at an elementary school as an ALT
- 5) Have more than one year of work experience at a junior high school as an ALT

4. Period of Appointment April 1, 2026, to March 31, 2027

5. Remuneration

- 1) Monthly Pay From ¥290,000
 *The amount may change depending on amendments to regulations, budget decisions, or job responsibilities.
- 2) Payment Date In principle, the 21st of every month
- 3) Commuting Allowance Provided for commutes over 2 km, based on distance
- 4) Bonus If certain conditions are met, a year-end diligence allowance will be provided.

6. Working Conditions

- 1) Workdays Monday to Friday (5 days per week, excluding holidays)
- 2) Work Hours 7 hours and 15 minutes between 8:30 a.m. and 4:30 p.m., with a 45-minute break; no overtime
- 3) Paid Leave 10 days or more annually
- 4) Special Leave Summer vacation, bereavement leave, etc.

7. Social Insurance

Enrollment in health insurance, employees' pension insurance, and employment insurance

8. Work Location

One or more public elementary or junior high schools in the city

*The assigned schools will be communicated after the selection process. Specific preferences for schools cannot be accommodated

9. Application Procedure

- 1) Application Form
Access the form via the URL or QR code below and input the required information

URL: <https://forms.office.com/r/tHgLRnVVsx>

QR code:



*Enter the required information in the application form, submit it, and then turn in the required documents.

- 2) Required Documents
Submit the following documents by registered mail or directly to the designated address

*Submitted documents will not be returned

*If there are any deficiencies in required documents, the application will not be accepted

- i) Tochigi City ALT Recruitment Application (using the specified form)
*The form can be downloaded from the Tochigi City Board of Education website
- ii) Copy of Passport and Residence Card
*A valid visa or residence status that permits employment as an ALT is required upon formal employment
- iii) Proof of University Graduation (a copy is acceptable)
*An original certificate will be required upon formal employment

3) Submission Address

In Japanese

〒328-8686 栃木市万町 9-25
栃木市教育委員会事務局学校教育課 グローバル教育推進室

In English

9-25 Yorozu-cho, Tochigi City, Tochigi Prefecture 328-8686
Tochigi City Board of Education,
School Education Division, Global Education Promotion Office

4) Application Deadline Must arrive by January 9, 2026 (Friday)

10. Selection Process

- 1) Selection Method Document screening and interview
- 2) Selection Schedule
 - i) First Selection (Document Screening): January 13, 2026 (Tuesday)
 - ii) Second Selection (Interview): February 7, 2026 (Saturday)
*Details about interview time and location will be communicated later.
- 3) Selection Result
The notice for the second selection will be sent by email only to those who pass the first selection. The results of the interview will be sent by email to the participants. Questions regarding the selection results will not be answered.

11. Inquiries

Tochigi City Board of Education
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