

Niigata City ALT Job Opening for 2026 (Recruitment)

The Niigata City Board of Education is looking to hire a Part-Time Fiscal Year Appointed Employee starting in April, 2026.

1. Recruiting: Only a few positions available.

2. Duration of appointment: April 1st 2026 - March 31st 2027

*This position is for a substitute staff member covering the duties of an ALT.

*If the appointee receives favorable performance evaluations during the initial appointment period, they may be considered for direct reappointment in the following fiscal year.

3. Duties:

In accordance with the directions given by the supervisors at the Board of Education and/or the principals of the schools where the ALT works, he/she will be expected to perform the following duties.

- 1) Assisting with foreign language classes and promoting international understanding education in elementary schools, junior high schools, high schools, and special needs schools.
- 2) Participating in and assisting with the summer events held during the summer vacation period.
- 3) Assist in the preparation and creation of teaching materials and aid in the implementation of foreign language training seminars.
- 4) Supporting the operation of in-school training for foreign language teachers.
- 5) Assist with special and extra-curricular activities.
- 6) Perform other duties that are deemed to be necessary by the supervisors at the Board of Education and/or the principal of each school.

4. Job Conditions:

1) Gross Remuneration: 248,860 yen/month (including regional allowances)

*Social insurance fees, income taxes and/or local taxes that are levied in Japan will be deducted from the above amount on a monthly basis.

*The amount may be changed.

2) Working Hours: 8:15 AM – 4:00 PM from Monday to Friday (Including a 45 minute lunch break). The total working time will be 7 hours a day, which amounts to 35 hours a week.

*The ALT will be expected to follow school time schedules. In some instances, this will slightly alter the working times as stated above.

3) Holidays:

-Saturday, Sunday, national holidays and from December 29th to January 3rd.

4) Leave:

-Annual Paid Leave: 20 days (appointments for a full year receive 20 days)

-Special Paid Leave: Summer Leave, Bereavement Leave, etc.

- 5) Social Insurance: The ALT must enroll in Japan's health insurance system, the Employees' Pension System, and the employment insurance system. The ALT will be required to pay the monthly fees for the above benefits.
- 6) Accidents while working: According to the Ordinance of Niigata City, ALTs will be compensated for any injuries that are sustained while working and/or while traveling to and from work.
- 7) Office regulations and restrictions:

The ALT shall follow the regulations stipulated in the Local Public Service Law. Part-Time Appointed Fiscal Year Employees can engage in profit-making activities. However, the following activities are prohibited.

If you wish to engage in a side job, you must submit the required application form in advance.

 - Performing side jobs that interfere with and hinder the ALT's ability to perform his/her duties as an ALT (Example: An ALT's total weekly work hours, calculated by combining part-time work hours with the 35 hours of weekly ALT work, should not exceed the total weekly working hours of Niigata City full-time employees, which is 38 hours and 45 minutes per week).
 - Performing side jobs that interfere with the ALT's ability to fairly execute his/her duties as an ALT.
 - Performing side jobs that could damage the image and reputation of Niigata City.

5. Job Qualifications:

All applicants must:

- 1) Have graduated from a university or higher academic institution (B.A. degree or above).
- 2) Be a native English speaker or have equivalent English competence (TOEIC score of 730 or higher, Eiken Tests Grade Pre 1 or higher, etc.).
- 3) Have experience teaching English in schools and/or have the basic knowledge and skills required for teaching English as a second language.
- 4) As a member of the school faculty, a person who understands and cooperates with the school's educational policy, actively seeks communication with students and faculty, and is enthusiastic about his/her duties.
- 5) Terminate any other work contracts by April 1st, 2026.
- 6) Able to commute to and from work.
- 7) Able to comply with work regulations, compliance, non-compliance, and other matters required for fiscal year appointment employees.

Individuals who fall under any of the following categories are not eligible to take the examination:

- a) Persons who have been sentenced to imprisonment or a more severe penalty, until the sentence has been completed or the individual is no longer subject to its

execution.

b) Persons who have been dismissed from employment with Niigata City due to disciplinary action and for whom two years have not yet elapsed since the date of dismissal.

c) Persons who, after the enforcement of the Constitution of Japan, have formed or joined a political party or organization that advocates the violent overthrow of the Constitution of Japan or the government established thereunder.

d) Persons who were declared quasi-incapacitated under the provisions of the Civil Code prior to its 1999 revision (except in cases caused by mental exhaustion).

6. Method of Application

1) Documents to be submitted.

a) Curriculum Vitae (download the attachment from the Niigata City official website)

b) Copy of Graduation Certificate/Diploma

c) Copy of a document that confirms your Status of Residence (passport, residence card, etc.)

d) Copy of your driver's license (If you have a driver's license)

e) Copies of any skill certifications that may apply

f) Reply envelope with 110 yen stamp attached to it and your name & address written on it

2) How to apply

a) Please send the above documents to the Niigata City Board of Education by registered mail.

**We will not accept e-mail submissions or document submissions in person, and we are not responsible for accidents caused by regular mail.*

b) On the front of the envelope, please write ALT Examination Application (「外国語指導助手受験申込書在中」) in red. On the back of the envelope, please write your name and address.

3) Mailing address:

Niigata City Board of Education

School Support Division

951-8554

Niigata-shi, Chuo-ku, Furumachi-dori Nanaban-cho

1010 Banchi Furumachi Refuru 4th Floor

4) Reception period

Please send the documents written above any time between December 24th 2025 and January 23rd 2026.

Documents must reach us no later than January 29th.

5) Acceptance form:

As soon as we receive the application documents, we will send the applicant an acceptance form for the examination. If an acceptance form isn't received by

Wednesday, November 19th, please be sure to contact the Niigata City Board of Education by November 20th. The contact phone number is 025-226-3261.

7. Interview/Test Content:

- 1) Date & Time: Tuesday, February 3rd, 2026
Reception time is from 1:30 P.M. to 1:45 P.M.
- 2) Reception: Niigata City Office Furumachi-Annex, 3rd floor, Room 301
- 3) Examination:
 - Interview (in English)
 - Demonstration Lesson (in English)

8. Others:

- 1) Work appointments may be canceled immediately if any of the above documents are found to be incorrect or falsified.
- 2) If any documents have been omitted (photo, reply envelope, etc.), your application will not be accepted.
- 3) Use black ballpoint pens or fountain pens when filling out all forms.
- 4) Applicants who have passed the interview will be asked to undergo a mandatory health check-up which includes a lung X-ray. Check-up fees will be the sole responsibility of the applicant.
- 5) Submitted documents will not be returned.
- 6) Commuting by car may be the only viable way to commute to some schools.
- 7) Submitted documents will be used only for the recruitment test.

9. Precautions for taking the exam

- 1) Please come to the venue by 1:40 P.M. on the day of the test. Those who arrive after 1:45 cannot take the exam.
- 2) Please bring the following:
 - a) The acceptance form that the BOE sent to you
 - b) Pencils or pens for the test
 - c) A wristwatch to check the time (watches with special functions will not be allowed.)
 - * *You cannot use your smartphone, cellular phone, or smart watch during the test.*
 - * *You will be asked to turn these devices off.*
 - d) You cannot smoke in the building.
 - e) If an unexpected situation occurs during the test, please follow the staff's instructions.
 - f) The exam will be conducted on time. Please come with plenty of time in case of unforeseen circumstances.

10. Announcement of result

The result is sent by mail within three days from the day after the test date. All test takers will be notified of their pass/fail results by mail.

If you have not received a notification six days after the exam date, please contact the School Support Division of the Board of Education (025-226-3261) .

11. From passing to appointment

- 1) The successful candidate will be appointed on the date of April 1st, 2026.
- 2) The appointment period is from April 1st, 2026 to March 31st 2027.
- 3) If a position becomes vacant among the successful candidates, the next most successful candidate may be selected.
- 4) Fiscal year appointed employees are civil servants of Niigata City.

Because the Local Public Service Act applies, all hires are conditional appointments, and in principle, employees are only officially hired once they have worked well for one month after being hired.

The same applies if the person is reappointed through a non-public recruitment process.

12. Provision of test result information

Candidates who fail this exam may view about their exam results as follows:

If you wish to do so, you must contact us in advance.

Please bring one of the following documents to verify your identity with you to the designated location.

Please note that the only information you can view is your test score and ranking.

Please note that we cannot provide information over the phone or email.

Please submit your request within 3 months of the test date.

*The documents that can verify your identity are as follows:

My Number card, driver's license, residence card, passport

Niigata City Board of Education
School Support Division