

## Full time employees on a yearly contract

### ● Working system

#### 1) Working hours

8:30 a.m.- 16:30 p.m. Monday through Friday, and every 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> Saturday from 8:30 - 2:00 p.m., with a 30 minute lunch break. Saturday schedule may be changed depending on school events.

#### 1-A) Sometimes after 16:30 ~ (Extra pay)

- TOEIC Seminar for GS course students once or twice a week ( 1 hour class )
- English Seminar for TOKUSHIN course students and SOUSHIN course students
- Making and correcting exams for the following year, usually 8 meetings from 4 o'clock, lasting 3-4 hours.

#### 1-B) Sometimes after 16:30 on weekdays / after 2:00 on Saturdays

(No extra pay, included in salary)

- Morning Duty (8:10~8:30), PTA, Evening Duty (outside of school) (16:30~17:30)
- Guidance for contestants, judging, and commenting on the speeches for our school speech contest and recitation contest.
- English Conversation Classes to prepare students for going abroad, Hawaii, America, Australia. You will need to develop lesson materials to prepare students for studying abroad. Lessons will last 1 hour. Last year we had about 50 students go to Hawaii and 32 GS students to Australia.

#### 2) Concerning school events

5 to 10 times a year you will have to work on the 2<sup>nd</sup> and 4<sup>th</sup> Saturdays or Sundays. For example, for school events such as the speech contest, school festival, guidance day for parents and students, entrance examination day, etc. In addition, during the summer vacation, there are open school days for recruiting junior high school students. You will be asked to do demonstration classes on those days. (3 demonstrations or a half day's work) If the working day falls on Sundays or national holidays, you can take a substitute day-off.

#### 3) Concerning holidays

- Paid holidays ... 20 days a year
- Summer Study at home ...10 days ( during the summer holidays)

You can use paid holidays when you are sick and you need to do your personal business. When you want to have a holiday during regular school days, you will need to change your classes by asking other teachers. It is preferable that 20 days will be spent during summer and winter vacations.

### ● Salary system

#### 1) Yearly salary

2) Transportation fee will be paid if you live 2 kilometers away from school. The amount will be calculated by the method of transportation.

#### 3) Deductions from the salary

Health Insurance premium / Pension Insurance premium / Income tax /

Unemployment Insurance / Fee for mutual aid organization for TUCHIURA Nihon University

## Part-time employees

### ● Working system

#### 1) Working hours

Classes on Monday through Friday, and every 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> Saturday, according to your class schedule. Saturday schedule may be changed depending on school events. You need to come at least 15 minutes before your class begins. When you finish teaching and preparing for classes, you can leave any time.

#### 2) Sometimes after 16:15 ~ (Extra pay)

Seminar for students once or twice a week ( 1 hour class ) if you are asked to do it.

### ● Concerning your teaching subject (English)

- Classes everyday (including teaching alone and team-teaching)
- Staff meetings with other teachers ( In GS course one class is divided into 2 or 3 small groups with 2 teachers per group, so teachers need to talk about lesson plans for the following week and maintain a cohesive plan for all classes. )

### ● Salary system

#### 1) Hourly wage

2) Transportation fee will be paid if you live 2 kilometers away from school. The amount will be calculated by the method of transportation.

3) Income tax will be deducted from your salary.