

Outline of Work Conditions
(Specialized Fiscal Year Appointed Employees)

Position	Assistant Language Teacher (ALT)		
Work Content	<p>The ALT shall mainly perform duties as specified by the supervisor of the board of education and/or the principals of elementary, junior high, combined elementary and junior high, senior high and/or special needs schools, as set out in the following items:</p> <p>(1) Assistance in foreign language classes, etc. (2) Assistance in extracurricular activities and special activities. (3) Other duties as deemed necessary by the supervisor or the school principal.</p> <p>ALTs are to conduct classes in English.</p>		
Affiliation	<p><u>School Guidance Section</u> (Place of work: <u>Elementary, junior high, combined elementary and junior high, senior high and/or special needs schools, as specified by the school guidance section.</u>)</p>		
Type of Position	Specialized Fiscal Year Appointed Employee		
Term of Appointment	<p>One of the following. (However, it may be possible to adjust the starting date by a few days, based on consultation.)</p> <p>April 1, 2026 to March 31, 2027 August 1, 2026 to March 31, 2027</p>		
Reappointment	<p>Reappointment <input checked="" type="checkbox"/> is / <input type="checkbox"/> is not possible. (<input checked="" type="checkbox"/> Even in the case that reappointment is possible, it may not be offered, based on the results of a selection process.)</p>		
Evaluation	<p><input checked="" type="checkbox"/> Yes</p>		
Work Hours	<p>[Standard Working Hours]</p> <p>① 35 hours 00 minutes per week (7 hours x 5 workdays per week)</p> <p>[Optional Irregular Working Hours]</p> <p>② 7 hours x 2, 3, or 4 workdays per week In the case of a 7-hour workday, the beginning and ending times are 8:30 am to 4:20 pm (50 minutes of this are designated as a lunch break.)</p> <p>③ 4 or 5 hours x 5 workdays per week In this case, the beginning and ending times will be discussed with the supervisor and decided individually.</p>		
Days Off	<p><input checked="" type="checkbox"/> Saturday and Sunday <input checked="" type="checkbox"/> National Holidays <input checked="" type="checkbox"/> January 2nd, 3rd and December 29th - 31st</p>		
Overtime	<p><input checked="" type="checkbox"/> None</p>		
Yearly Paid Leave	<p>Paid Leave Days for One Full Year of Employment</p> <p>2-day Workweek: <u>8</u> Days 3-day Workweek: <u>12</u> Days 4-day Workweek: <u>16</u> Days 5-day Workweek: <u>20</u> Days</p> <p>(If the workdays per week are more than 3 and workhours per day are more than 5 hours and 45 minutes, the use of hourly leave is possible.)</p>		
Special Leave	<p><input checked="" type="checkbox"/> Yes (Maternity Leave, Women's Health Support Leave, Marriage Leave, Bereavement Leave, Volunteer Leave) Note: This leave may not be used if the average workdays per week is 2.</p>		
Sick Leave	<input checked="" type="checkbox"/> Yes	Reduced Hours for Childcare	<input checked="" type="checkbox"/> Yes (If the workhours per day are 6 or more.)
Child Nursing Care Leave	<input checked="" type="checkbox"/> Yes (If the workdays per week are 3 or more.)	Hourly Nursing Care Leave	<input checked="" type="checkbox"/> Yes (If the workhours per day are 6 or more.)
Nursing Care Leave	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If the workhours per day are 6 or more.)		

Salary, etc.	Salary	<p>① Monthly salary (including regional allowance) for the 1st year of employment: 335,000 yen</p> <p>② Monthly salary (including regional allowance) for continuing Kyoto City ALTs: 2nd year: 345,000 yen, 3rd year: 355,000 yen, 4th & 5th year: 360,000 yen, after 5th year: The same as the previous year. (The salary is based on the total number of continuous years worked as an ALT in Kyoto City.)</p>
	Allowances	<p><input checked="" type="checkbox"/> Travel Allowance <input checked="" type="checkbox"/> Regional Allowance <input checked="" type="checkbox"/> Bonus (A bonus is paid if the workweek is 15 hours and 30 minutes or more, and the term of appointment is 6 months or longer.)</p>
	Salary Deductions	<ul style="list-style-type: none"> Income tax, inhabitants' tax, and social insurance premiums will be withheld as necessary in accordance with applicable laws. Kyoto City Kouseikai employee benefits dues will be withheld for members.
Social Insurance	Health Insurance	<p><input checked="" type="checkbox"/> Enrolled in Kyoto-shi Public Service Personnel Mutual Aid Association Health Insurance (Short-term or General Member)</p> <p>(If the workhours per week are 20 or more and the period of work is more than 2 months.)</p>
	Pension	<p><input checked="" type="checkbox"/> Category I Insured Person of Employees' Pension Insurance (Short-term Members of Kyoto-shi Public Service Personnel Mutual Aid Association)</p>
	Nursing Insurance	<p><input type="checkbox"/> Enrolled (Required for employees 40 years old or above.)</p> <p><input type="checkbox"/> Not enrolled</p>
	Employment Insurance	<p><input checked="" type="checkbox"/> Enrolled (If the workhours per week are 20 or more and the period of work is more than 2 months.)</p>
	Workers' Compensation	<p>In the case that the employee is injured, becomes ill, or dies due to their work or commute, they are compensated according to</p> <p><input checked="" type="checkbox"/> The Kyoto City Ordinance Concerning Non-full Time Employee Workers' Compensation (a)</p>
Kouseikai	Kouseikai	Kyoto City Kouseikai Benefits Package <input checked="" type="checkbox"/> Enrolled <input type="checkbox"/> Not Enrolled
	Health Check	<p>A yearly health check <input checked="" type="checkbox"/> will / <input type="checkbox"/> will not be conducted.</p> <p>(Yearly health checks are only conducted for employees whose term of appointment is one year, and the workhours per week are 30 or more.)</p>
Regulations		<p>At the time of appointment, it is necessary to sign and hanko the required oath. Articles 30 to 38 of the Local Public Service Act must be obeyed.</p>
Special Notes		<p>In order to engage in this work, it is necessary to verify criminal records to confirm whether an applicant has any prior convictions for specified sexual offenses, based on the Act on Measures to be Taken by School Operators, etc. and Private Education/Childcare Service Providers for the Prevention of Sexual Violence, etc., Against Children (Act No. 69 of 2024); hereinafter referred to as the "Child Sexual Violence Prevention Act", which is scheduled to take effect on December 25, 2026.</p>
		<p>If an applicant has a prior conviction for a specified sexual offense (i.e., is a person who falls under the category of having committed a specified sexual offense), measures must be taken under the Child Sexual Violence Prevention Act to ensure that the person is not engaged in this work. For this reason, the absence of prior convictions for specified sexual offenses is one of the employment requirements.</p> <p>Therefore, during the recruitment and selection process, we will confirm whether an applicant has any prior convictions for specified sexual offenses through a written pledge and other documents.</p>