

Position Vacancy

## **Preschool Assistant Teacher, EWA - Mitsui Gardens International Preschool**

The Employee Welfare Association (EWA) of the U.S. Embassy Tokyo is seeking an individual for the position of Preschool Assistant Teacher.

**POSITION:** Preschool Assistant Teacher, Employees Welfare Association (EWA)  
**OPENING DATE:** February 22, 2016  
**CLOSING DATE:** Until Filled  
**OPEN TO:** All qualified applicants  
**WORK HOURS:** Less than 30 hours/week  
**WAGES:** Ordinarily Resident (OR) from ¥1,545/hr to ¥2,060/hr  
Not-Ordinarily Resident (NOR) from US\$15.45/hr to US\$20.60/hr

### **PLEASE NOTE:**

1. Only candidates selected for an interview will be contacted.
2. EWA will not sponsor work visas in Japan. Candidates must have or be able to obtain a residency permit that allows sufficient work privilege.
3. This position is not a U.S. Federal Government position.

EWA is seeking a team member who works toward achieving the school's philosophy and objectives. The person selected for this position will work under the Head Teacher providing supervision and management of the assigned class and establishing a warm, nurturing environment in which children can grow emotionally, socially and intellectually, in accordance with established program and policies of EWA.

### **QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: Degree/Certificate in Early Childhood Education is preferred. Work experience may substitute for formal education. Child/Adult CPR and First Aid Certification required prior to work start.
2. Prior Work Experience: Experience in a preschool or child care capacity is a plus.
3. Language Proficiency: Native English speaker preferred.
4. Knowledge: Must relate well to children, be warm, friendly and nurturing, and have basic knowledge of current best practices and developmentally appropriate curriculum for preschoolers.
5. Skills and Abilities: Ability to communicate with staff, children and parents with a professional attitude. Must be able to manage small groups of children in a positive manner.

### **SELECTION CRITERIA:**

1. All qualified candidates with a residency permit in Japan are encouraged to apply.
2. A successful background investigation will be required prior to employment.

### **APPLICATIONS MUST INCLUDE:**

1. Download EWA application at: [www.ewatokyo.wordpress.com](http://www.ewatokyo.wordpress.com) or send request for application ONLY to [ewaofficemanager@gmail.com](mailto:ewaofficemanager@gmail.com)
2. Cover letter for job applying for.
3. Any other documentation (e.g. test scores, certificates, awards, copies of degrees earned) that address the qualification requirements.

**SUBMIT APPLICATION TO:**

Employees Welfare Association Admin Office  
10-5, Akasaka 1-Chome  
Minato-ku, Tokyo 107-8420

Or E-mail to: [ewaofficemanager@gmail.com](mailto:ewaofficemanager@gmail.com)