Position Vacancy

Preschool Assistant Teacher

The Employees Welfare Association (EWA) of U.S. Embassy Tokyo is seeking an individual for the position of Preschool Assistant Teacher for the Mitsui Gardens International Preschool located at the U.S. Embassy Housing Compound in Akasaka, Tokyo.

OPEN TO: All interested parties
POSITION: Preschool Assistant Teacher
OPENING DATE: April 15, 2019
CLOSING DATE: Until Filled
WORK HOURS: 8 working hours per day – regular monthly schedule
SALARY: 230,000-240,000 yen per month

PLEASE NOTE:
1. U.S. taxes will be deducted for U.S. citizens and green card holders.
2. This position is not a U.S. Federal Government position.
3. The EWA will not sponsor work visas in Japan. Candidates must obtain a residency permit that allows adequate work privilege.

ABOUT MITSUI GARDENS INTERNATIONAL PRESCHOOL:
The EWA is a private association of employees of the U.S. Embassy Tokyo. The EWA-managed Mitsui Gardens International Preschool has a current enrollment of 75 children, ages 18 months to five years, and a teaching staff of 15. The Preschool operates from September to June, with a summer program from June to August.

Information about the Preschool is online here: http://mitsuigardensinternationalpreschool.com/.

BASIC FUNCTIONS OF POSITION:
A team member who works toward achieving the school’s objectives through its philosophy. The person selected for this position will work under the Preschool Director, 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 programs and policies of EWA.

QUALIFICATIONS:
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:** Fluent written and spoken English. Native English speakers need not submit relevant scores.
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**: 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. **Qualified candidates** able to obtain a residency permit in Japan are encouraged to apply.
2. A successful background investigation will be required prior to employment.

**TO APPLY:**

Interested applicants for this position must submit the following or the application will not be considered:

1. A current resume or curriculum vitae.
2. Copies of all test scores, certificates, copies of degrees earned or school/college transcripts that address the qualification requirements of this position.
3. A copy of residency permit in Japan that allows full time work privilege or statement of ability to obtain.

**SUBMIT APPLICATIONS TO:**

U.S. Embassy Tokyo  
EWA Office Assistant  
2-1-1 Roppongi, Minato-ku  
Tokyo, 106-0032  

Or by E-Mail: ewaofficeassistant@gmail.com