

# Notice of Conditions of Service

Date:

Name:

(Staff number:

)

(Location) 1-3-1 Motomachi, Kawagoe City

(All rights reserved) Kawagoe City Board of Education

Base of employment Part-time fiscal year appointees  
(Article 22-2, paragraph 1, item 1 of the Local Government Service Act)

From year/month/day to year/month/day

Duration of appointment (You will be conditional for the first month of your employment and may not be officially hired if you do not work in good standing for that period. If you do not work 15 days a month, the conditional period will be extended to 15 days of service. No fresh notice will be given when you are officially hired.)

The term of office may be renewed within the same fiscal year.

Reappointment You may be reappointed after proving your competence through selection or competitive examination. (There is no upper limit to the number of reappointments, but application for conversion to an indefinite term appointment cannot be made for a temporary employee or a part-time special staff member etc., even if the total period of the appointment exceeds five years.)

work location Education Center, Department of School Education  
(sending schools: \*\*\*\*\* school, \*\*\*\*\* school)

It shall be as follows;

- (1) Assistance in Foreign language activities in elementary schools and assistance in English classes in elementary, junior high, and high schools.
- (2) Cooperation and guidance in extracurricular activities
- (3) Preparation of English supplementary materials and cooperation in English speech contests
- (4) Assistance with training activities for faculty and staff
- (5) International exchange affairs
- (6) Language instruction and cooperation in international exchange activities for employees and local residents
- (7) Other duties as deemed necessary by the Board of Education

Working days, working hours, etc. Monday through Friday  
8:25 a.m. to 4:10 p.m. (with a 45-min



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During your term of office, you have the following obligations, and if you violate the following obligations, you may be subject to disciplinary action

- (1) Obligation to obey laws and regulations and orders of superiors in the course of their duties (Article 32 of the Local Public Service Act)
- (2) Prohibition of loss of credibility (

Public  
service

d In case of any discrepancies between this document and the Japanese version, the content of the Japanese version shall have priority as the basis. The official notice of terms and conditions of service will be handed to you when your appointment period starts.