

## **THE 2023 KAWAGOE SISTER CITY EXCHANGE and TEACHING (KET) PROGRAM**

The Kawagoe Sister City Exchange and Teaching Program (KET Program) seeks to promote mutual understanding between Kawagoe and its sister cities and foster international perspectives in Kawagoe by promoting international exchange at the level as well as intensifying foreign language education in Kawagoe. This program will be renewed on an annual basis.

This program started in 1989 with the cooperation of Tokyo International University, Willamette University and Salem City in Oregon, U.S.A.

As the KET Program has achieved an excellent reputation over the last 30 years, it is of great importance that this high level of respectability is maintained. Those invited to Kawagoe as participants are expected to assume significant responsibilities as representatives of Kawagoe-Sister City.

Details of the Program are as follows.

### **1. Place of employment and duties**

#### **(1) Area**

English Language instruction and promotion of education for international understanding. **(Kawagoe Assistant English Teacher)**

#### **(2) Place of Employment**

In the area outlined above, duties are to be carried out by

teachers of English etc.

The AET shall perform the following duties as specified by the Superintendent, principal(s), and supervisor(s), by assisting teachers' consultant(s) and English language teacher(s).

1. Assistance in Foreign language activities in elementary schools and assistance in English classes in elementary school(s), junior high(s), high school, and special needs school.
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
7. Other duties as deemed necessary by the Board of Education

Applicants must:

### **3. Conditions of Appointment**

#### **(1) Length of the Appointment term, Working Hours**

Appointment are for one year commencing on the 1st of August 2023 until the 31st of July 2024, the participants may be reappointed after conducting a screening and other procedures. Early termination of the contract on the part of the participant greatly affects the overall running of the

Your salary of a month will be paid on the 21st of the next month. Social and unemployment insurance premiums are deducted at the time of payroll payment. Inhabitant tax, if any, is to be paid by the employer. If the term of appointment is changed due to the effects of unforeseen circumstances such as new coronavirus infection, the compensation will be calculated as determined by the Kawagoe City

(3) Vacation time

Annual paid leave will be granted within a range of 20 days depending on the period of appointment and the number of days worked per week. In addition, there are systems for sick leave, special leave, etc., within paid or unpaid leave varying depending on the type of leave. The details shall be in accordance with the Notice of Conditions of Service to be handed out after employment and the List of Leave Programs for Fiscal Year Appointees.   
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(4) Travel expenses for coming to and returning from Japan

Travel expenses from the designated airport in the U.S. to Narita International Airport or Haneda Airport for the visit to Japan will be covered in accordance with the travel expenses regulations of Kawagoe City (airfare arrangements) under the condition that the selected candidate will implement the project plan without delay and comply with the rules and regulations pertaining to the appointment. The travel expenses from his/her home to the designated airport in the U.S. will be borne by him/her"   
travel expenses to ang hsmatort or Ht  
etc @ ÖP ÖP

(6) Orientation

After arrival, orientation on lifestyle in Japan and on implementation of specific duties will be held by the Kawagoe Board of Education.

**4. Application Procedure**

- (1) Application forms are available.

Willamette University, Office of International Education  
900 State Street Salem, Oregon, 97301, USA

<http://willamette.edu/offices/oie/connections/ket-program/index.html>.

- (2) Documents:

Application Form (attached)

6 Photographs (passport size: 3 1/2 wide by 4 1/2 long, taken within the past 3 months, with full name written on reverse, attach one photograph to the Application Form)

Self-Assessment medical Report (attached)

Letter of Reference (1 copy)

Certified record / transcript of all college / university course.

Certification of Graduation from college or university. (If you have not already graduated, you must submit a certificate of expected date of graduation or current attendance on a degree course.)

The above documents, with the exception of graduation certificates, must be submitted to Willamette University by February 28th, 2023.

- (3) Final adoption results shall be notified by early April 2023.

- (4) Successful applicants are required to submit an official Medical Report signed by a licensed practicing physician (Kawagoe Board of Education send a form of the Medical Report to each participant with a notification of appointment), and other documents (a copy of your diploma, statement of agreement, a copy of your passport) to Kawagoe Board of Education directly.

- (5) The participant may be disqualified from the program without warning in the following circumstances:

The participant engages in conduct which is considered to be inappropriate as a KET participant, or there are reasonable grounds to believe that the participant has engaged in such behavior.

The participant's application documents are found to contain any false statements.