



SISTER CITIES
Ohtawara, Japan & West Covina, California
and the East San Gabriel Valley Japanese Community Center
announce an employment position for

ASSISTANT LANGUAGE TEACHER
OHTAWARA BOARD OF EDUCATION

Sister City Overview

In 2004, the cities of West Covina and Kurobane, Japan established a Sister City agreement that has since grown and fostered into an exceptional relationship. In 2007, after the merger of Kurobane with the city of Ohtawara, Mayor Kazuo Sembo and then-Mayor Michael Touhey renewed the Sister City agreement. Throughout this process, the East San Gabriel Valley Japanese Community has remained a key partner in sustaining and developing the relationship between the two cities.

Each year, the cities of Ohtawara and West Covina sponsor an annual Student Exchange Program creating an opportunity for cultural exchange and learning. Coordinated annually by the ESGVJCC, this program continues to cultivate the relationship between the two cultures and communities.

About the City of Ohtawara

Ohtawara City is located in Tochigi Prefecture in the northern part of the Kanto region. Approximately two hours north of Tokyo, Ohtawara is home to over 80,000 residents, 23 elementary schools, 12 junior high schools, and one high school. The city is nearly 400 square kilometers of which 50% is covered in rice fields.

Assistant Language Teacher
Position Overview

The Assistant Language Teacher (ALT) for the Ohtawara Board of Education will be assigned to work in several of the city's schools. The ALT will assist the English language teacher to deliver lessons in the classroom to include communication activities, presentations, speaking practice, and evaluations.

The ALT will provide students with an understanding of his/her home country to include customs, culture, phrases, etc. The ALT will also participate in the school's extracurricular activities with students. The ALT does not have to be fluent in Japanese.

Job Duties

The Assistant Language Teacher (ALT) will work under the guidance of the Japanese English teachers, school principal, and Teachers Consultant at the Ohtawara Board of Education. The ALT will perform the following duties:

- Assist in classes taught by Japanese English teachers in assigned elementary schools, junior high schools, and high schools
- Assist in the preparation of supplementary materials for teaching English
- Participate in extracurricular activities at the assigned schools, specifically relating to English language practice
- Participate in annual Sister City Student Exchange Program as assigned by the Board of Education
- Other duties as assigned by the school principal and/or Board of Education

Qualifications

Applicants for the Assistant Language Teacher position will have the following qualifications before applying for the position:

- A Bachelor's degree (or obtain one by May/June 2026) or have completed at least a 3-year education/teaching program for elementary, middle, or high school as of May/June 2026
- Interest in Japan and have a desire to deepen their knowledge of the Japanese culture
- Both mental and physical health
- Ability to adapt to living and working conditions in Japan
- Be a citizen of the United States
- Excellent English pronunciation, rhythm, intonation, and voice projection skills in addition to other standard language skills, including strong writing skills and correct grammar usage
- Obey all Japanese laws
- Interest in the Japanese education system and English instruction in Japan
- Interest in working actively with students

Required Documents

The following documents must be submitted to the East San Gabriel Valley Japanese Community Center no later than May/June, 2026:

- Completed application form.

- Statement of purpose. This essay should be written in English and should be typed in 12 point font, double-spaced with a one-inch margin and should not exceed two pages. The essay should incorporate the two key points: relevant experience and motivation for participation.
- Official transcript from university/college courses.
- Two letters of recommendation. Letters may be academic or professional and may not be from a family member or relative.

Salary, Benefits, Housing

The monthly salary for the Assistant Language Teacher is ¥300,000. The Ohtawara Board of Education offers a health benefit plan for the ALT. A one-bedroom apartment, including kitchen and bath, will be available to the ALT. Monthly rent for housing is ¥18,000. The ALT will receive 50% of the monthly rent subsidized by the City of Ohtawara. The City of Ohtawara will provide the ALT's travel to Japan at the start of the contract and will provide return travel at the successful completion of the contract.

Application Process

Please complete the employment application and return no later than March 1, 2026. Application and required documents should be sent to:

East San Gabriel Valley Japanese Community Center
Attn: Ohtawara Assistant Language Teacher
1203 West Puente Avenue
West Covina, CA 91790

Interviews will be conducted on an ongoing basis until the position is filled. Applicants will be notified of results as soon as they are selected. ALT will be expected to depart for Japan at the beginning of September.

Additional Questions

If applicant has any further questions or concerns, please contact Pearl Omiya, Executive Director, at pomiya@esgvjcc.org or (626) 960-2566.