



## BECOMING A YEF IN YOKKAICHI, JAPAN

### Overview:

The Yokkaichi English Fellows (YEF) Program has been built on a 50 year relationship between Long Beach, California and Yokkaichi, Japan. Through our program, junior high school students throughout the city receive a more well-rounded education thanks to frequent exposure to teachers of different backgrounds from the United States. Our teaching strategy aims to provide semi-immersive language instruction based on teamwork between the YEFs and Japanese Teachers of English (JTEs) inside the classroom and out. The city of Long Beach now employs seven YEFs who work to strengthen the language program in local middle schools as Assistant Language Teachers (ALTs). A YEF will act as a resource and provide special assistance to local Japanese Teachers of English (JTEs) in regard to teaching oral conversation skills and in-depth cultural content. YEFs will visit English language classes in the 22 public junior high schools and, occasionally, public kindergartens, to act as an assistant; designing lesson materials, making presentations about U.S. culture, and providing a model of English oral language skills. A YEF may also be asked to work directly with the JTEs to assist in their language skill development or to contribute to city office projects in line with their abilities and interests. Some examples include: translation work, video production, and curriculum design.

Successful YEF teachers are friendly and enthusiastic when working with young children. They are quick learners who effectively apply their training in their school placements. Most importantly, YEFs are adaptable and flexible to expectations inside and outside of the workplace in Japan.

To Become a Yokkaichi English Fellow, a Candidate Must:

- ✧ Be a U.S. citizen and directly affiliated with the Long Beach community as a current or former resident or a student.
- ✧ Be a native level speaker of English; demonstrating excellent standard pronunciation, appropriate application of English grammar and strong writing skills.
- ✧ Hold at least a Bachelor's Degree (any major considered). Candidates in the final semester of a Bachelor's Degree are also welcome to apply.
- ✧ Be genuinely interested in Japanese culture and agree to put forth effort into learning or continuing learning the Japanese language after arriving in Japan.
- ✧ Demonstrate the ability to adapt to living and working conditions in Japan, which could be significantly different from those in their home country.
- ✧ Be both physically and mentally healthy and able to responsibly complete the minimum two (2) year term of appointment starting August 1st.
- ✧ Not have declined a position after receiving a notice of appointment in the previous program application period
- ✧ Agree to follow all Japanese laws, though they may be different from those of your home country.
- ✧ Be open to proactively maintaining relations with the YEF Program, even after program completion through the YEF Alumni Association

Qualities Considered Beneficial, but Not Required:

- ✧ Holding a certificate in Teaching English as a Foreign Language (TEFL) or equivalent
- ✧ Basic computer literacy (Microsoft Office)
- ✧ Experience working with children formally or informally
- ✧ Motivation to learn about the Japanese education system and to work towards improving English education in Japan

Grounds for Disqualification:

The following criteria apply to applicants as well as program participants who are selected as members of the YEF Program. Individuals may be disqualified for any of the following reasons:

- ✧ If an application is received following the application deadline
- ✧ If an application is received incomplete
- ✧ If an applicant's application documents are found to contain false statements
- ✧ If it is determined that an individual's criminal history renders them unsuitable to participate in the YEF Program
- ✧ If it is determined at any time that the applicant or participant does not meet the eligibility requirements or uphold the values of the program

## **Basic Contract Stipulations and Benefits:**



### **Exclusivity**

YEFs agree to work solely for the city hall office during the contract period. They may not sign a contract of employment with any other facility or service provider.



### **Contract**

The initial contract is for two years. After 5-6 months YEFs will be reviewed for re-contracting eligibility. YEFs can re-contract up to 5 years.



### **Working Hours**

YEFs work 5-days a week M-F 8:30 AM-4:15 PM.



### **Monthly Salary**

YEFs receive a monthly salary of 300,000 yen before taxes and deductions.



### **Overtime**

Based on the needs of the placement school, YEFs may be requested to work overtime (attending clubs, meetings, etc.). In most cases, attendance is optional, but strongly encouraged. Overtime is not reflected in the monthly salary.



### **Vacations and Holidays**

Vacation leave will be in accordance with Yokkaichi City Policy. All Japanese national holidays that occur on a regular workday are paid days off. YEFs also receive additional vacation periods at designated times throughout the year. Vacations outside of designated periods must be approved in advance.



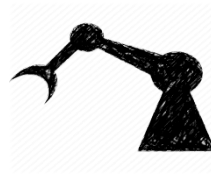
### **Housing**

A furnished, single-occupancy apartment is provided by the city hall office. A security deposit is collected at the start of appointment. The YEF's rent is deducted from the monthly salary. Teachers are responsible for all utility costs. Internet service is provided free of charge. The apartment is part of the contract and, therefore, location is non-negotiable.



### **Social Insurance And Pension**

YEFs are enrolled in the Japanese Social Insurance System (Shakai Hoken) providing comprehensive health insurance and employment insurance. Approximately 38,000 yen is deducted from the monthly salary for enrollment fees. However, this expense will be refunded upon departure from Japan if applied for. Full or partial refund will be determined based on the policies set by the Ministry of Finance.



### **Training**

YEFs receive approximately one month of paid initial training upon arrival in Japan. This takes place in Yokkaichi City Hall. YEFs will learn how to plan lessons and conduct a class with a JTE. They will also attend training sessions for local Japanese teachers on English education. Follow-up training exercises are conducted throughout the contract period.



### **Transportation**

Round-trip airfare between Los Angeles and Japan is provided by the YEF Program. Travel to and from school is reimbursed by the Yokkaichi City Hall Office. Ground transportation to personal functions are the responsibility of the YEF. YEFs are not permitted to drive. However, a bicycle is provided to them upon arrival in Yokkaichi. Japan is a very bicycle friendly country.

# YEF APPLICATION

March 16, 2017	Learn more from a YEF alumni at the Information Meeting; 3:30 – 4:30pm Career Development Center, BH 248
March 24, 2017	Applications due to the Education Abroad Office, BH 201 no later than 4:00pm.
April 6, 2017	Interviews will be held with the committee Barrett Athletic Administration Building. Time TBD.
May 31, 2017	Applicant decision is made
July 30, 2017	Fly to Japan
August 1, 2017	YEF Contract begins

## APPLICATION FORM:

1. **Type** and submit completed YEF application by the deadline. Be sure to include a recent color photo of yourself in the upper right hand corner of the first page.
2. Attach an updated resume outlining your prior work history and skills. Please include any experience or certifications you may have relating to education. Be sure to note your knowledge of computers.
3. Attach one letter of recommendation with your application. This letter should be from a faculty member familiar with your work in class or from an employer who has supervised you in work relevant to the duties of the position in Yokkaichi. The letter should address your character and discuss your suitability for work in Japan, and any relevant experience you have had.
4. Attach original copies of all college level transcripts.
5. Obtain a current police report clearance letter from a local police station.
6. Submit a copy of the photo page in your current valid U.S. passport.

Applications and all supporting materials should be submitted no later than 4:00pm on March 24, 2017. On April 6, 2017, selected applicants will be interviewed by representatives from the Long Beach – Yokkaichi Sister City Association. These interviews will be videotaped. The Superintendent of the Yokkaichi Board of Education will make the final decision. Successful candidates must provide a health clearance prior to leaving the United States. Applicants should not have any serious allergies or life-threatening medical conditions. More details will be given with the announcement of the results of final YEF selection.

# YEF APPLICATION

Photo Here

Please fill in the following fields, print, and submit to:

California State University, Long Beach

Center for International Education

Education Abroad Office, BH-201

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Maiden/Former names: \_\_\_\_\_

Passport Number: \_\_\_\_\_

Passport Expiration: \_\_\_\_\_

Street Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Secondary Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Gender M F Age: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Birthplace: \_\_\_\_\_

Area Raised: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_

Marital Status Single Married Divorced Do you have Children? No Yes

List any Allergies:

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List any Medical Conditions:

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List all colleges and universities attended in chronological order. NOTE: All transcripts must be attached – original copies only.

Name of Institution	Degree & Major	Dates Attended
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. Have you lived or studied or worked overseas? If so, please indicate the location, purpose, and length of stay.

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2. Describe what experiences you have had learning a 2<sup>nd</sup> language, if any. In your opinion, what best motivated you throughout your studies?

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3. Describe experiences you have had as a teacher in a classroom or in any other educational settings, if any.

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4. Describe experiences you have had with Japanese language and culture.

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5. Briefly list your employment history (employer – job title). Reserve details for your attached resume:

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6. In approximately 500 words, please write a brief statement of purpose explaining why you want to be an Assistant Language Teacher (ALT) and what you hope to accomplish in Yokkaichi, Japan.

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I certify that the statements given in this application are true and accurate and that I have read and understood the Position Overview and the Instructions for Application.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_