



Global Community Fellowship

Position Description at Futaba Elementary School

Overview

The Global Community Fellowship plays a critical role in supporting capacity-building, education, and training initiatives of local institutions designed to address specific needs and challenges in the local community. By working directly with communities, Fellows gain hands-on experience with organizations in Asia using creative and innovative methods to address critical social challenges while applying their knowledge and skills to further grassroots social change.

Post Summary

Futaba Elementary School is seeking an enthusiastic, creative teacher to join their established and successful Global Communication Course as a Homeroom Teacher. Homeroom teachers in Japan are responsible for caring for students' overall academic and social development. In addition to teaching the subject classes of math, science, home economics, physical education, and English, Homeroom Teachers also guide students in social-emotional learning such as: how to greet others with respect, how to treat friends with kindness, how to behave appropriately in a school setting, and how to keep the classroom clean.

Futaba Elementary School follows the Ministry of Education curriculum, and English, Math, Science, PE, and Home Economics are all taught in English. During the homeroom period, the Homeroom Teacher will be assigned a Japanese co-teacher, but subject classes (math, science, home economics, physical education, and English) will be taught just by the Homeroom Teacher.

Futaba students have very high levels of academic ability, and the school is looking for a teacher who is excited to support and challenge them daily. This is not an Assistant Language Teacher (ALT) position, and is ideal for candidates who are able to serve as the lead teacher for a class. The position is renewable yearly, with the potential for tenured status.

As a Catholic school, religion is taught as part of the school curriculum by specialist teachers. Students and teachers recite the Lord's Prayer together every morning and attend mass after school every afternoon. There is no requirement for Homeroom Teachers to be Catholic, however teachers should be comfortable working in a religious setting where Catholic teaching is offered.

About the Partner

Futaba Elementary School is an all-girls Catholic school located in the heart of Fukuoka City. The Elementary School serves children in grades 1-6 (aged 5-12 years old). The school was originally started by the Sisters of the Infant Jesus (formerly Saint Maur Convent), a Catholic order founded

in 1666. In 1872, five nuns from this order came to Japan. Their mission was to establish schools in Japan to give an opportunity for female students to study foreign languages such as English, French, and German, as well as Western-style art, craft, and manners. The first school was founded in Tokyo, and now there are five schools throughout Japan including Fukuoka Futaba which started with a high school in 1933. Fukuoka Futaba's junior high school was added in 1947 and the elementary school in 1954.

The Japanese academic calendar has three terms, and the academic year begins in April and ends in March. Approximate term dates for Futaba Elementary School are:

- **1st term:** April 8–July 20
- ***Summer vacation:** July 21–August 31
- **2nd term:** September 1–December 20
- ***Winter vacation:** December 21–January 5
- **3rd term:** January 6–March 20
- **Spring vacation:** March 21–April 7

*Note: Teachers receive 10 days of summer vacation and 10 days of winter vacation. All other days during the summer and winter vacation period are in-service days for teachers.

About the Location

This is an in-person position and Fellows will be based in Fukuoka City. Fukuoka is the fifth largest city in Japan, located on the northern coast of Kyushu Island. The city is known for ancient temples and shrines including Daizaifu Tenmangu and also famous for its tasty food such as ramen and seafood. Fukuoka has a geographical advantage being close to Asian cities in mainland China and South Korea. The city's economic center has excellent access from the international airport, only 10 minutes by subway. Fukuoka has been actively supporting startups since 2012. In 2020, it was selected by the Japanese government as a "global base city" to support startup development. The city also has a sister city relationship with Oakland, California since 1962.

Position Responsibilities

- Complete all pastoral roles of an Elementary School Homeroom Teacher to support students while at school with support of a Japanese co-Homeroom Teacher.
- Teach all subject classes of English, Math, Science, PE, and Home Economics in English. Subject classes are taught without a co-teacher.
- Participate in all school events for the grade you are assigned to.
- Working days are Monday through Friday, with occasional Saturdays (4–5 Saturdays per year) for school events.
- Days off include: i) Saturdays and Sundays, ii) Japanese National Holidays, iii) Golden Week, iv) Summer Holiday, v) Winter Holiday, and vi) Paid time off (10 days per year + additional 5 days to return to home country).

Eligibility Requirements

- **Academic:** At a minimum, completion of a 4-year undergraduate degree
- **Citizenship:** There are no specific citizenship or residency requirements. However, US citizenship or citizenship of certain other countries may facilitate the visa process.
- **Language Skills:** Native English language fluency is required. Japanese language proficiency is not required, but basic Japanese skills and an interest in learning the language is preferred.
- **Credential:** Full teaching license from their home country (elementary preferred, but not essential). Online licenses / certifications and substitute certifications are not acceptable.
- **Work Experience:** Teaching, training, or tutoring experience. Experience and ability to follow a curriculum using a constructivist, project-based approach alongside an understanding of second language acquisition.

Preferred Qualifications

- Academic Advising and Tutoring
 - Experience working with youth or English language learners
 - Familiarity with or willingness to learn advising and counseling techniques
 - Background in liberal arts and science education
 - Experience leading one-on-one or small group sessions that cater to the academic needs of students
- General
 - Demonstrated computer proficiency (G-Suite and other educational apps)
 - Strong organizational skills; ability to work independently and in a team
 - Flexible and able to support with unexpected changes
 - Ability to serve as an effective bridge between multiple stakeholders
 - Strong interest in and/or experience working with social issues in Asia or the US
 - Strong oral and written communicator, especially in cross-cultural contexts; comfortable working with English language learners
 - Commitment or interest in staying for multiple years

Professional Development

Fellows have the opportunity to develop and strengthen many transferable skills, including:

- Facilitation – Design and facilitate sessions for student groups
- Project management – Utilize frameworks including logic models and need-finding tools; help ensure projects reach development milestones
- Cross-cultural Skills – Deepen cross-cultural understanding in a new environment
- Team Development – Develop peer relationships with other teachers; give feedback, share resources, and connect to new networks
- Sustainability – Learn how to think critically about the three pillars of sustainability (people, planet, profit) in the context of social impact initiatives