

POSITION TITLE: Japanese Language Teacher (Contract position) – Sakura Japanese Language School

REPORTS TO: Japanese Language Unit Coordinator

Scope and General Accountability

The Japanese Language Teacher is responsible for providing students from age 4 to 11 years an environment in which to enjoy learning in Japanese while ensuring instructions to foster the four language skills as well as a broad perspective for a multi-cultural society.

Specific Responsibilities

- Develop yearly teaching plans, prepare and teach classes for 4 - 11-year-old students [JK, SK, G1, G2, G3, G4, G5 and G6].
- Provide instructions in Japanese
- Teach the four language skills of Japanese-language incorporating Fine Art (Origami, Japanese calligraphy, drawing etc.); Music (songs, playing musical instruments, etc.); Life (nature, skits, cooking); School Events (sports day, field trips, presentations)
- Develop course curriculum and teaching materials, incorporate Japanese textbooks and hand-on activities
- Prepare for school events, guide and lead students
- Present reports from each class and school event to Japanese Language Unit Coordinator
- Communicate with parents/guardians of students
- Participate in meetings with parents and teachers

Terms of Employment

- Saturdays 1:00pm to 3:00pm
- **Term 1:** September 12, 2026 – January 23, 2027
No class: October 10, December 26, January 2
- **Term 2:** January 30, 2027 – June 12, 2027
Make-up day: June 19, 2027
No class: March 20, March 27, May 22
- Some weekday, weekend and holiday work for meetings and special events

Competencies

- Strong passion for teaching young students

- Exceptional communication and organizational skills

- Strong knowledge of young students' behavior
- Strong knowledge of teaching Japanese-language as a second language/heritage language
- Proven ability to act promptly according to circumstances and work as part of a team

Qualifications:

- A teaching certification preferably acquired in Japan or in Early Childhood Education/Elementary Education, and/or experience in ECE/Elementary Education
- Ability to play the piano is an asset
- Post-secondary degree
- Clear Criminal Record check [at time of hiring]
- CPR/First Aid certification at time of hiring