

**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 1:00 pm to 3:00 pm
- Term 1: September 6, 2025 - January 17, 2026 (No class: October 11, December 20, and December 27); Term 2: January 24, 2026 - June 6, 2026 (No class: March 21, April 4, May 16); Make-up Day: June 13, 2026 [17 days per semester]
- 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