

JOB ADVERTISEMENT
Part-time Lecturer in Japanese-Language
The Japan Foundation, Toronto

APPLICATION DEADLINE: Tuesday, November 6, 2018

START DATE: January 2019 (but training will occur in December 2018)

The Japan Foundation is an organization promoting cultural exchange between Japan and other countries in order to advance international mutual understanding. The Japan Foundation, Toronto is one of 25 overseas offices, offering programs grouped under three main areas: Japanese-Language Education, Japanese Studies and Intellectual Exchange, and Arts and Cultural Exchange.

With our many years of experience and achievements in Japanese Language Education, we are offering original Japanese language and culture courses based upon the Japan Foundation Standard for Japanese Language Education ([JF Standard](#)). The JF Standard, developed by the Japan Foundation, is a tool to help think about teaching, learning, and assessment in Japanese-language education.

For information about the Japan Foundation, Toronto, please visit our website: www.jftor.org.

This job posting is for a part-time lecturer in Japanese-Language, who will be responsible for the following tasks at the Japan Foundation, Toronto.

RESPONSIBILITIES:

- Teach one class per week (Thursday evenings from 6:30 pm – 9:00 pm)
- Be actively engaged in the Japanese Language program, curriculum and instructional material development
- Work in close collaboration with the staff at the Japan Foundation, Toronto for additional relevant events and activities

NUMBER OF POSTIONS AVAILABLE: 1

EMPLOYER LOCATION:

The Japan Foundation, Toronto
2 Bloor Street East, Suite 300, Toronto, Ontario M4W 1A8
Tel: 416-966-1600 Fax: 416-966-9773

QUALIFICATIONS:

- Bachelor's degree in Japanese language education or equivalent (includes completion of a Bachelor's Degree in any field and either a passing grade on the Japanese Language Teaching Competency Test or having completed 420 hours in a Japanese language teaching practicum)
- A master's degree in a Japanese language education related field is preferred
- At least three years of experience teaching Japanese at various levels; secondary and post-secondary educational institutions/programs preferred (private lessons and teaching assistant experience not included)
- Superior language skills in both English and Japanese (JLPT N1 or equivalent)
- Applicant must have legal status to work in Canada
- Flexibility and breadth to teach both language and culture preferred

SALARY:

- Salary is commensurate with qualifications and experience based on the Japan Foundation's rules and regulations.

APPLICATION PROCESS:

To apply, please submit the following documents:

- Resume written in English
- Cover letter written in English
- A short statement outlining why you are interested in this position and what skills/qualifications you possess that you feel would be an asset to this position. (In Japanese, no more than 800 characters)
- Sample course syllabus ¹
- Sample lesson plans and teaching materials ¹
- Copies of student evaluations (not required but preferred)

¹) Feel free to submit a syllabus and lesson plans/materials from courses you have taught in the past.

Please submit the above via e-mail to koza@jftor.org or via post to:

The Japan Foundation, Toronto
ATTN: Barbara Carter
2 Bloor Street East, Suite 300
P.O. Box 130
Toronto, Ontario M4W 1A8

Review of applications will begin immediately. Interviews will be held in Toronto. Applicants selected for the interview process will be asked to give a short lesson in person of approximately 20 minutes in length. Applicants selected for the interview process must also be prepared to submit the contact information of two references, and copies of any certifications needed (JLPT, Japanese Language Teaching Competency Test, completion of 420 practicum hours). Please be aware the Japan Foundation, Toronto will not return any of the application materials to the applicants.

We thank all applicants for their interest in the Japan Foundation, Toronto, however, only those selected for an interview will be contacted.