

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

APPLICATION DEADLINE: Monday, May 31, 2021

START DATE: September 2021 (but training will occur in August 2021)

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 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.

This job posting is for a part-time lecturer in Japanese-Language for a period of (1) year, with possibility of renewal. This position is responsible for the following tasks at the Japan Foundation, Toronto.

RESPONSIBILITIES:

- Teach one to two ONLINE language course per week.
 - Our MARUGOTO courses run 2.5 hours on weeknights every week, 6:30-9:00 pm Eastern Time, over three 13 week terms. Details at: jftor.org/language/classes/marugoto/
 - A1 (Starter) and A2-1 (Elementary) instructors may be asked to additionally teach TEACHER-SUPPORT courses, which run 2 hours on weeknights once a month, 7:00-9:00 pm Eastern, over three terms. Details at: jftor.org/language/classes/minato-course/
 - For Sept. 2021-July 2022 all of our language courses are being held ONLINE
- Administer and mark homework, tests, and papers to evaluate students' progress
- Be actively engaged in the Japanese Language program and instructional material development.

NUMBER OF POSTIONS AVAILABLE: 5*

*This does not mean that 5 individuals will be hired, as qualified candidates may be asked to teach more than one course.

EMPLOYER LOCATION:

The Japan Foundation, Toronto
2 Bloor Street East, Suite 300, Toronto, Ontario M4W 1A8

REQUIRED QUALIFICATIONS:

- Superior Japanese (equivalent or higher than Japanese Language Proficiency Test Level N1) and English-language skills (oral and written)
- B.A or M.A. (preferably related to Japanese-language education)
- At least 3 years' experience (excluding private tutoring) teaching Japanese
- Applicants must be currently residing in Canada and have legal status to work in Canada
- Applicant must be able to provide their own set-up for teaching online (i.e., have access to a computer with a webcam/microphone and a stable internet connection)

BENEFICIAL EXPERIENCE:

- Experience teaching online language classes
- Experience teaching Japanese at secondary/post-secondary educational institutions/programs
- Flexibility and breadth to teach both language and culture preferred
- Teaching certificate is preferable
- Strong computer skills such as MS Word, Excel, PowerPoint, Google Classroom, Zoom, Slack, etc.

SALARY:

- \$55.00 CAD / hour (teaching hours); \$25.00 CAD / hour (meetings with JFT staff)

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 lesson plans and teaching materials ¹
- Letter of Reference: Please submit a letter of reference referencing your knowledge and skills in Japanese language education prepared by a representative, supervisor or a colleague of a current or past institution that you have belonged to. Any format is acceptable. Prepare a one-page, letter-size letter including the referee's name, position and contact information in either English or Japanese.
- Copies of student evaluations ²

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

² Copies of student evaluations are optional. If you have not worked in a position where you received student evaluations, then you do not need to include any in your application.

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

Review of applications will begin immediately. Interviews will be held online. Applicants selected for the interview process will be asked to give a lesson of approximately 1 hour in length (details will only be provided to those selected). Applicants selected for the interview process must also be prepared to submit copies of any certifications (JLPT, Japanese Language Teaching Competency Test, etc.).

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