

# SHIKAOI EXCHANGE

Assistant Language Teacher  
(ALT)  
Application Package





## CONTENTS

|   |   |
|---|---|
| ABOUT THE PROGRAM .....                                 | 4 |
| CANDIDATE ELIGIBILITY REQUIREMENTS .....                | 4 |
| APPLICATION REQUIREMENTS.....                           | 5 |
| RESPONSIBILITIES OF THE ASSISTANT LANGUAGE TEACHER..... | 5 |
| Financial .....   | 5 |
| Town Vehicle.....                                       | 5 |
| Workplace Obligations.....                              | 5 |
| Position Duties .....                                   | 6 |
| Occupational Position of the ALT.....                   | 6 |
| Travel Expenses.....                                    | 6 |
| Communications .....                                    | 6 |
| INTERVIEW AND SELECTION PROCESS.....                    | 6 |
| TRAVEL DATES.....                                       | 6 |
| ASSISTANT ENGLISH TEACHER APPLICATION.....              | 7 |

## ABOUT THE PROGRAM

Working with the Town of Shikaoi, the Town of Stony Plain selects and Assistant Language Teacher (ALT) to help teach English to students and adults in Shikaoi. The successful applicant will live and work in Shikaoi for a minimum of one year with the possibility to extend their contract.

The ALT Program began in 1991. To date 21 different ALT's have participated in the program.

The ALT Program seeks to enhance relationships between our two communities by promoting mutual understanding between the people of Japan and Canada. The ALT Program aims to enhance foreign language education, and promote international exchange at a local level, by creating ties between Japanese youth and foreign youth alike.

The ALT Program has achieved an excellent reputation over the last 35 years. Participants are invited to Shikaoi as ambassadors of Stony Plain. As such, they are expected to be responsible in all their activities, especially those concerning the promotion of mutual understanding between the two communities. Because participants serve as civil servants of their contracting organizations, they are required to uphold behaviour befitting civil servants. It is important that participants be adaptable, mentally and physically capable of performing the job duties and have a deep interest in Japan.

The ALT Program is a fantastic opportunity for individuals interested in teaching and learning about Japanese language and culture.

## CANDIDATE ELIGIBILITY REQUIREMENTS

The Assistant Language Teacher Program is for individuals who are at least 18 years of age and have either a 4-year degree or a 2-year degree along a TESL (Teacher of English as a Second Language) certificate. Typically, university student graduates are selected with preference given to those who have previously participated in the Shikaoi Exchange Program.

This program is ideal for those who:

- Are active, outgoing, personable and responsible;
- Are interested in the Japanese education system;
- Are interested in working with children;
- Are strongly motivated to teach foreign languages, and
- Demonstrate an interest in the history and culture of Japan.

Additional Assets would include:

- Teaching experience or qualification;
- Language teaching experience or qualification, and
- High level of Japanese language (written and spoken).

## APPLICATION REQUIREMENTS

The applicant must:

- Complete the attached application form;
- Be available to travel to Shikaoi, Japan no later than August 5, 2026;
- Commit to working in Shikaoi for one year. Contract start date is August 5, 2026;
- Provide a copy of University or College transcript;
- Provide a copy of University Degree or College Diploma;
- Provide a clean criminal record check;
- Have a valid driver's license;
- Provide a copy of current passport, and
- Participate in an interview.

Successful applicants will require a work visa. This is coordinated by the Town of Shikaoi.

## RESPONSIBILITIES OF THE ASSISTANT LANGUAGE TEACHER

### Financial

- Accommodation is provided. Rent is approximately 39,000 YEN/month. (\$364.88 CAD/month) and is at the expense of the ALT;
- Utility services, phone, internet, insurance, income tax, residential tax, pension;
- Residential tax, social insurance premium (health insurance, pension). These are paid when leaving Japan. Pension costs are returns after required documents are completed, and
- All other costs incurred for daily living (food, entertainment, etc.)

### Town Vehicle

The Town of Shikaoi provides a town vehicle to the ALT to use in the Tokachi District area. The ALT is expected to treat the vehicle like their own. This includes regular upkeep. The Town of Shikaoi provides insurance for the vehicle and a limited amount of fuel for the vehicle per month. Additional fuel requirements are the responsibility of the ALT.

### Workplace Obligations

- Working hours are from Monday to Friday, 8:30am – 4:30pm. On days in which the ALT is at a school, the respective school will decide the hours of work;
- Five days a week will be spent in schools (pre-school, elementary, junior high and/or senior school);
- On days where there are school holidays or no classes, the ALT is required to go to the Board of Education to participate in International Relations activities;
- Holidays for the ALT will be the following:
  - Saturdays and Sundays
  - National Holidays
  - New Year's break (approximately December 31 – January 5)

## Position Duties

ALT's are engaged in language instruction under the guidance of language teacher's consultant or Japanese Teachers of English (JTE's) as specified by the supervisor and/or principal of the board of education and/or school. The following is a general outline of duties, though they may vary from one school to another.

- Assisting English classes taught by JTE's in schools in and around Shikaoi;
- Assisting with English language training activities;
- Assisting in the preparation of materials for English language teaching;
- Assisting in the language training of JTE's;
- Assisting in organizing, coordinating and preparing extracurricular activities;
- Providing information on language and other related subjects to teacher consultants and JTE's (e.g. word usage, pronunciations, etc.);
- Assisting in English Language speech contests;
- Engaging in local international exchange activities, and
- Other duties as specified by the contracting organization.

## Occupational Position of the ALT

The occupational position of the ALT is not as a staff of any school in Shikaoi, but of the Shikaoi Board of Education. The ALT will follow the regulations as set out by the BOE. Questions and concerns should be brought to the attention of the ALT supervisor within the BOE.

## Travel Expenses

The Town of Shikaoi will pay for the travel expenses for the ALT's arrival and departure to and from Japan. The ALT will be reimbursed for the first ticket upon arrival and the second ticket after completion of the one-year contract.

## Communications

Regular correspondence is required between the ALT and the Facility Programming Coordinator with the Town of Stony Plain. A written quarterly report will be required by the ALT and sent to the Facility Programming Coordinator.

## INTERVIEW AND SELECTION PROCESS

Individuals selected for an interview will be contacted by phone or email. The interview process is intended to help the Town identify suitable teaching candidates who will act as ambassadors while in Shikaoi.

*Please note, only applicants that have been selected for an interview will be contacted.*

## TRAVEL DATES

The Town of Shikaoi requires that the successful application be in Chitose no later than August 5, 2026. The ALT contract will begin August 5, 2026 and run till August 5, 2027. There is an option to extend the contract, following the outcome of a positive performance evaluation.



## ASSISTANT ENGLISH TEACHER APPLICATION

Town of Stony Plain

4905-51 Avenue, Stony Plain, AB, T7Z 1Y1

Ph: 780-963-8591 Email: [kdixon@stonyplain.com](mailto:kdixon@stonyplain.com) Fax: 780-963-0935

[www.stonyplain.com](http://www.stonyplain.com)

### Personal Information:

|                                   |                                    |                        |
|-----------------------------------|------------------------------------|------------------------|
| <i>Last Name</i>                  | <i>First Name</i>                  | <i>Middle Name</i>     |
| <i>Home Mailing Address</i>       |                                    |                        |
| <i>City</i>                       | <i>Province</i>                    | <i>Postal Code</i>     |
| <i>Date of Birth (MM-DD-YYYY)</i> | <i>City &amp; Country of Birth</i> | <i>Gender</i>          |
| <i>Email Address</i>              | <i>Home Phone</i>                  | <i>Work Phone</i>      |
| <i>Citizenship</i>                | <i>Marital Status</i>              | <i>Passport Number</i> |

### Family Information:

#### Emergency Contact

|                        |                     |                   |                      |
|------------------------|---------------------|-------------------|----------------------|
| <i>Name</i>            | <i>Relationship</i> |                   |                      |
| <i>Work Phone</i>      | <i>Home Phone</i>   | <i>Cell Phone</i> | <i>Email Address</i> |
| <i>Mailing Address</i> |                     |                   |                      |

### Educational Background Information:

List academic background and qualifications that should be considered in your application.

|   |                             |                       |
|---|-----------------------------|-----------------------|
| <i>Name of Institution</i>                | <i>Address</i>              |                       |
| <i>City</i>                               | <i>Province</i>             | <i>Postal Code</i>    |
| <i>Name of Degree/Diploma/Certificate</i> | <i>Subject of Expertise</i> | <i>Year Completed</i> |

|   |                             |                       |
|---|-----------------------------|-----------------------|
| <i>Name of Institution</i>                | <i>Address</i>              |                       |
| <i>City</i>                               | <i>Province</i>             | <i>Postal Code</i>    |
| <i>Name of Degree/Diploma/Certificate</i> | <i>Subject of Expertise</i> | <i>Year Completed</i> |
| <i>Name of Institution</i>                | <i>Address</i>              |                       |
| <i>City</i>                               | <i>Province</i>             | <i>Postal Code</i>    |
| <i>Name of Degree/Diploma/Certificate</i> | <i>Subject of Expertise</i> | <i>Year Completed</i> |

### Professional Details:

List any teaching certifications or other relevant programs you have completed.

|                                 |                      |                          |                                  |
|---------------------------------|----------------------|--------------------------|----------------------------------|
| <i>Type/Name of Certificate</i> | <i>Subject/Level</i> | <i>Issuing Authority</i> | <i>Date of Completion/Number</i> |
| <i>Type/Name of Certificate</i> | <i>Subject/Level</i> | <i>Issuing Authority</i> | <i>Date of Completion/Number</i> |
| <i>Type/Name of Certificate</i> | <i>Subject/Level</i> | <i>Issuing Authority</i> | <i>Date of Completion/Number</i> |
| <i>Type/Name of Certificate</i> | <i>Subject/Level</i> | <i>Issuing Authority</i> | <i>Date of Completion/Number</i> |

### Teaching & Administrative Experience:

List in chronological order with most recent listed first.

|                             |   |  |
|-----------------------------|---|--|
| <i>Name of Institution</i>  | <i>Address</i>  | <i>City</i>                                    |
| <i>Province</i>             | <i>Postal Code</i>  | <i>Type of Institution (Public/Private)</i>    |
| <i>From/ To (Inclusive)</i> | <i>Number of Years</i>                                    | <i>Employment Status (Temporary/Permanent)</i> |
| <i>Name of Institution</i>  | <i>Mailing Address (City, Province &amp; Postal Code)</i> |  |
| <i>Grades Taught</i>        | <i>Subjects Taught</i>                                    | <i>Type of Institution (Public/Private)</i>    |

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|                             |                        |  |
|-----------------------------|------------------------|--|
| <i>From/ To (Inclusive)</i> | <i>Number of Years</i> | <i>Employment Status (Temporary/Permanent)</i> |
|-----------------------------|------------------------|--|

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|                            |   |
|----------------------------|---|
| <i>Name of Institution</i> | <i>Mailing Address (City, Province &amp; Postal Code)</i> |
|----------------------------|---|

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|                      |                        |   |
|----------------------|------------------------|---|
| <i>Grades Taught</i> | <i>Subjects Taught</i> | <i>Type of Institution (Public/Private)</i> |
|----------------------|------------------------|---|

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|                             |                        |  |
|-----------------------------|------------------------|--|
| <i>From/ To (Inclusive)</i> | <i>Number of Years</i> | <i>Employment Status (Temporary/Permanent)</i> |
|-----------------------------|------------------------|--|

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|                            |   |
|----------------------------|---|
| <i>Name of Institution</i> | <i>Mailing Address (City, Province &amp; Postal Code)</i> |
|----------------------------|---|

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|                      |                        |   |
|----------------------|------------------------|---|
| <i>Grades Taught</i> | <i>Subjects Taught</i> | <i>Type of Institution (Public/Private)</i> |
|----------------------|------------------------|---|

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|                             |                        |  |
|-----------------------------|------------------------|--|
| <i>From/ To (Inclusive)</i> | <i>Number of Years</i> | <i>Employment Status (Temporary/Permanent)</i> |
|-----------------------------|------------------------|--|

**Total Formal Years of Teaching Experience:** \_\_\_\_\_

### **Language Fluency:**

Primary Language: \_\_\_\_\_

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|                 |                                    |                                   |                                    |
|-----------------|------------------------------------|-----------------------------------|------------------------------------|
| <i>Language</i> | <i>Speak (Excellent/Good/Fair)</i> | <i>Read (Excellent/Good/Fair)</i> | <i>Write (Excellent/Good/Fair)</i> |
|-----------------|------------------------------------|-----------------------------------|------------------------------------|

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|                 |                                    |                                   |                                    |
|-----------------|------------------------------------|-----------------------------------|------------------------------------|
| <i>Language</i> | <i>Speak (Excellent/Good/Fair)</i> | <i>Read (Excellent/Good/Fair)</i> | <i>Write (Excellent/Good/Fair)</i> |
|-----------------|------------------------------------|-----------------------------------|------------------------------------|

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|                 |                                    |                                   |                                    |
|-----------------|------------------------------------|-----------------------------------|------------------------------------|
| <i>Language</i> | <i>Speak (Excellent/Good/Fair)</i> | <i>Read (Excellent/Good/Fair)</i> | <i>Write (Excellent/Good/Fair)</i> |
|-----------------|------------------------------------|-----------------------------------|------------------------------------|

**References:**

List at least two professional references and one personal reference.

|                         |                     |
|-------------------------|---------------------|
| <i>Name</i>             | <i>Title</i>        |
| <i>Institution Name</i> | <i>Phone Number</i> |
| <i>Email Address</i>    |                     |
| <i>Name</i>             | <i>Title</i>        |
| <i>Institution Name</i> | <i>Phone Number</i> |
| <i>Email Address</i>    |                     |
| <i>Name</i>             | <i>Title</i>        |
| <i>Institution Name</i> | <i>Phone Number</i> |
| <i>Email Address</i>    |                     |

Please forward your completed application form to:  
**Kelly Dixon** | Facility Programming Coordinator | kdixon@stonyplain.com  
Town of Stony Plain | 4905 - 51 Avenue | Stony Plain, AB | T7Z 1Y1

**DEADLINE FOR APPLICATIONS: April 7, 2026 - 4:30 pm**