



# Gunma Kokusai Academy

Educational Foundation Ota Kokusai Gakuen  
www.gka.jp



Open Position **URGENT**

**Full Time Secondary School IBDP Coordinator**

**Starting Date: as soon as possible**

We are a Japanese private school with a 12-year English Immersion program, authorized by the Ministry of Education, Culture, Sports, Science and Technology. We are also an accredited IB World School providing the IB MYP and IB DP programmes in junior and senior high.

<Professional Requirements>

- Experience in teaching IB and as an IBDP coordinator
- A valid teaching certificate in the country of origin which qualifies the holder to teach secondary level
- A willingness and the flexibility to work within a complex, multi-cultural school community

<Preferred Skills>

- 5 years or more teaching experience
- An understanding of the Japanese school system

<Additional Responsibilities>

The position may include homeroom, after school activity or committee assignment duties.

**Send copies of your resume, university diplomas and transcripts, teaching certificate and contact information for a minimum of 4 referees (those in a supervising/ administrative position) to:**

[kameyama@gka.ed.jp](mailto:kameyama@gka.ed.jp) or Yuko Kameyama, Gunma Kokusai Academy 1361-4 Uchigashima, Ota, Gunma, 373-0813 Inquiries: call 0276-47-7711 for Yuko Kameyama,

All candidates will be required to conduct a demo lesson on campus or send a teaching video either before or after the interview. A pre-employment test is also conducted as part of the interview process.

*Elementary School*

69-1 Nishihoncho, Ota, Gunma, Japan 373-0033

Tel: 0276-33-7711, Fax: 0276-33-7710

E-mail: info@gka.jp

*Secondary School*

1361-4 Uchigashimacho, Ota, Gunma, Japan 373-0813

Tel: 0276-47-7711, Fax: 0276-47-7715

E-mail: info2@gka.jp