

**KCC-JEE Gottschalk English Teacher Recruitment 2024
APPLICATION INSTRUCTIONS
for Kobe College High School (KCHS) (grades 7-12)
2025 – 2027 Gottschalk Teacher (GT) of English**

Application deadline is midnight (CT) on Wednesday, July 10, 2024

1) Documents to download from the website

- Gottschalk Teacher Recruitment FAQs
(please read: it answers commonly asked questions by applicants)
- Document A: Application Instructions (3 pages)
- Document B: Gottschalk Teacher Applicant Information (2 pages)
- Document C: Gottschalk Teacher Position Description (5 pages)
(please read: it provides details regarding teaching and housing)
- Document D: Reference Questionnaire (1 page)

2) Online Application Instructions

(If you use @sbcglobal.net for your email, please see the special note below.)

- When you have all your application materials ready, go to the KCC-JEE website and open the GT application page. Enter the necessary information and upload your materials. Please note that you will need to upload:
 1. 1 file for resume/CV
 2. 1 file for completed Gottschalk Teacher Applicant Information
 3. 1 file for the essay (See instructions for the essay below)
 4. unofficial transcripts
 5. *optionally*, you may upload other supplemental materials such as diplomas or certificates (You may upload as many files as you need (up to 10), but please specify how many you will upload. There will be a box to enter a number where you upload your files.)

NOTE: Items 1-4 must be included for your application to be complete.

Partial applications will not be considered.

- After submitting your application, you will receive an email confirmation with a summary of your submission. **Please retain this email for future reference.** If you do not receive a confirmation email, please contact our office at programs@kccjee.org with your name and email address.

A special note to those using @sbcglobal.net

SBC seems to block deliveries of application confirmation email sent from the platform we use. If it can be avoided, we recommend not using your @sbcglobal.net email for your application. If you use @sbcglobal.net email for your application, and do not receive a confirmation email, please contact our office at programs@kccjee.org with your name and email address. We apologize for the inconvenience.

Continued

3) Essay

- In a separate attachment, please provide us one file for one essay addressing the following topic.
- Be sure that your name is shown on each page.
- Maximum length is 600 words

Essay Prompt:

Describe the events in your life which inspired you to become a professional educator.

4) Instructions for Reference Questionnaire

Letters of recommendation are not collected at the time of application. Should your application be accepted for the semi-finalists review, you will be asked to contact three reference sources who can discuss the qualifications that you bring to the position. At least one referee must be able to address your professional qualifications. Particularly appropriate are those who have taught you or supervised your work.

The **semi-finalists** will be notified around July 22, 2024. **You will be asked to confirm receipt of the notification and to schedule an interview within 48 hours of receiving the notice.** The reference questionnaires (see Document D) are due by midnight (CT) August 1. Please alert your referees to your possible request and make them aware of the time frame for their response. Please note that we will not be accepting the reference questionnaires until July 23. The questionnaires should be emailed to the KCC-JEE office (programs@kccjee.org) directly by your referees between July 23 and August 1. If you prefer, you may ask your referees and send them the questionnaire as soon as you submit your application, informing them that you will advise them when the questionnaire is needed.

Before sending the questionnaire to your references, please change the file name of the reference questionnaire (Document D) to the following. So, if your name is Hanako Yamada:

Reference 1 file: 2024 GT Reference 1_Hanako Yamada

Reference 2 file: 2024 GT Reference 2_Hanako Yamada

Reference 3 file: 2024 GT Reference 3_Hanako Yamada

5) Semi-finalist Video Submission

Each semi-finalist will be asked to submit a link for a self-video (submission deadline is July 30).

- Prompts to be answered in the video will be given to semi-finalists when they are notified.
- The videos can be no longer than 15 minutes.
- Submit a link to the video which does not require the reviewers to create an account.
*examples of platforms to use: Google Drive (set to "anyone with the link can view")
YouTube (set to "unlisted")*

Continued

6) Background Check

Those candidates who are selected to proceed to the final interview & lesson demonstration stage must obtain and submit their Criminal Background Check for the past five years to the KCC-JEE Office (programs@kccjee.org) by Wednesday, August 14, 2024.

If needed, the KCC-JEE office will be available to provide guidance in this process; however, the general requirements are:

- A criminal record check issued by the government of the state in which the candidate lives.
- If the report contains only criminal history information of that particular state, and the applicant/candidate has lived in another state(s) for more than twelve consecutive months during the preceding five years, the applicant/candidate must additionally submit a criminal record from the other state(s) as well.
- If a criminal record issued by the state government where the applicant/candidate lives contains criminal history information of the country as a whole, including other states, submission of additional criminal records issued by other state governments is not necessary.
- Candidates who have lived in another country for at least 12 consecutive months during the preceding five years must submit a criminal record from that country as well.
- Applicants/candidates who have lived in Japan in the preceding five years are not required to obtain a criminal record issued by the Japanese government.

7) Important Dates for the Recruitment Process

June 13, 2024	Online information session (<i>optional</i>)
July 10, 2024	Application deadline
July 22, 2024	Semi-finalist candidates are selected and contacted
July 22 – 30, 2024	Semi-finalists submit short self-videos answering included prompts
July 23 – August 1, 2024	Reference questionnaires are accepted
August 5, 2024	Finalists are notified and final interviews/lesson demonstrations are scheduled
August 14, 2024	Finalist materials (electronic versions) and background check are due
August 15 – 17, 2024	Final Interviews and lesson demonstrations on Zoom
Late August 2024	<ul style="list-style-type: none"> • Finalist materials (originals) are due • Complete application packets of finalists are forwarded to Kobe College • Committee’s interview reports of finalists are e-mailed to Kobe College
Mid to Late September	Kobe College Board of Trustees makes the official hiring decision of the 2025 Gottschalk teacher. The Kobe College Chancellor’s office will extend the offer of employment to the selected candidate shortly thereafter.

(2024)