

Category No. 2

JUNIOR SECRETARY

(CHIEF OFFICER)

Duties:

1. Under the direction of Section Chief, the incumbent will control the division affairs to which he is belonged.
2. Under direct direction of Section Chief and Vice-Chief on the planning of program and the performance of duties, the incumbent will supervise the division staffs or give direction to make the staffs perform their duties.

Qualifications:

1. Same as Section Chief
2. Same as Secretary

Wage category:

1. \$5145 - 6633 (7th class)
2. \$5925 - 7638 (8th class)
3. \$6823 - 8796 (9th class)

Category No. 9

SECRETARY

Duties: Under the direction and supervision of superiors, the incumbent performs the following duties:

1. Carry out his duties in accordance with the established policy after working out, under the direction of superiors, the program on the affairs to which he is delegated and obtaining the superior's approval.
2. General clerical work, and reporting business.

Qualifications:

As mentioned below, the incumbent must be those who come under the Article 3 of the Government Officials Appointment And Ranking Ordinance.

1. Person passed the Ordinary Civil Service Examination.
2. Person graduated from the school beyond the old system middle school.
3. Person passed the Higher Civil Service Examination.
4. Person holding the position of official-dom for more than two years.
5. Person who have been accorded the treatment of official for more than three years.

6. Person who have been subordinate official for more than four years.
7. Person holding the position of public official of the local public organizations for more than four years.

Wage Category:

1. \$3565 - 4596 (5th class)
2. \$4223 - 5760 (6th class)
3. \$5145 - 6633 (7th class)
4. \$5925-7638 (8th class)

Category No. 10

SOCIAL EDUCATION SECRETARY

Duties: Under the direction and supervision of superiors, the incumbent will perform the following duties:

1. Investigate, study the items concerning social education.
2. Work out the program on inspection guidance of social education under the direction and with the consent of superiors and carry out his duties in accordance with the established policy.
3. Handle the reporting business.

Qualifications:

Same as Secretary.

Wage category:

Same as Secretary.

Category No. **H**

TECHNICAL OFFICIAL
(DRIVER, OPERATOR ETC.)

Duties: Under the direction and supervision of superiors, the incumbent will:

1. Drive, make adjustment, or engage in minor repair work of the motor-car. The knowledge of the motor-car is essential.
2. Screen the films on visual education. The incumbent must have full knowledge of the theory as well as technique on the projector and its projection.
3. Assume the leadership on school lunch ration. The incumbent must have full knowledge of theory on nutrition.

Qualifications:

1. The person who completed the course of science and arts pertaining to his area of work at faculty of the university.
2. The person who completed the course of science and arts pertaining to his area of work at college.
3. The person who completed the course of science and arts pertaining to his area of work at vocational middle school established on the basis of the Middle School Ordinance.

4. The person who was selected as person possessing the science pertaining to his area of work, by the Prefectural Teacher's Committee.

Wage Category:

Same as Secretary.

Category No. **D**

NONE-REGULAR OFFICIAL AND SUBORDINATE OFFICIAL

Duties: Under the supervision of superiors, the incumbent performs the following duties according to the established order or instructions to be given each occasion.

1. Simple and formal figure-work or routine recording business.
2. Carry office supplies and transmit documents.
3. Make a fair copy and put in order the reports, correspondence documents, and informations.
4. Plan the program on simple and easy work.

Qualifications:

The incumbent must have the attainments beyond a graduate of the old system middle school.

Wage Category:

1. ¥ 2844 - 3369 (3rd class)
2. ¥ 3184 - 3772 (4th class)
3. ¥ 3565 - 4596 (5th class)

Category No. 10

OFFICE BOY

Duties: Under the supervision of superiors, the incumbent performs the following duties according to the established order or instructions to be given each occasion.

1. Transmit papers, act as a messenger.
2. Receive guests and serve tea or hot water.
3. Get mimeograph copies of documents and correspondence.
4. Carry office supplies, clean in and out of office.

Qualifications:

A graduate of schools higher than New Chugakko.
(Lower Secondary School).

Water Category:

1. ¥ 2400 - 2765 (1st class)
2. ¥ 2541 - 3009 (2nd class)

June 24, 1950

To : Commanding Officer, Shikoku C. A. R.
Attn. Chief of Civil Education Section.

From : School Superintendent, Kochi Prefecture.

Subject: Duties of sections and personnel qualification,
the Secretariat of Kochi-Ken Education Board.

I hereby beg to report to you on the above subject
as shown on attached sheets.

Duties of sections and personnel qualification

Secretariat, Kochi Education Board

1. School-superintendent

A. Duty

- (a) To take charge of all educational affairs to be handled by the Board, under the guidance and supervision of the Board.
- (b) To be permitted to make advice or recommendation concerning all businesses to be managed by the Board.
- (c) To manage all businesses of the Business Office, Education Board, and direct and supervise the staff thereof.
- (d) To be obliged to attend all meetings of the Board.
- (e) To submit necessary reports and data concerning execution of businesses and education in the jurisdiction of the Board.

B. Qualification

The Education Board appoints the school-superintendent from those who have license for educational official (school-superintendent) provided by the Educational official License Law. School-superintendent shall be an educational specialist who is well acquainted with local autonomy and has a abundant knowledge and experiences of educational administration.

2. Vice School-superintendent

A. Duty

To assist the school superintendent in supervising businesses to be carried out by employees.
To act for school superintendent, in case he is absent.
To engage to business disposal as an ordinary official.

B. Qualification

A vice school superintendent shall be a man of knowledge and experience in not only local autonomy and educational administration but general administration.

3. General Affairs Section

Matters under jurisdiction

Custody of seals of school superintendent and vice school superintendent; secret matters; personnel affairs; matters concerning pensions for member of the Board;

payment of various salary and allowances to workers in Business Office: budget of income and expense: custody of educational properties and reserve: distribution, sending, compilation of documents; enactment, amendment and abolition of Education Board regulations: matters concerning educational corporation: maintenance of prefectural schools and other institutions; guidance of maintenance of municipal school: matters concerning subsidies thereto: mediation and distribution of materials for maintenance to municipal schools: matters relative to the labor union organized by workers of the Business Office; matters concerning welfare of workers; matters not belong to other sections.

(1) Chief

A. Duty

To built consolidated plan concerning matters under jurisdiction, and to bear all responsibilities thereof.
To supervise workers of the section and represent the section.

B. Qualification

Sufficient knowledge and understanding of local autonomy and educational administration, and abilities to dispose of all hard problems are required.

(2) Assistant chief

A. Duty

To take charge of liaison between all sub-sections, and custody all properties and furnitures of the section, receiving direction and supervision of section chief.
To act for the chief and help him.

B. Qualification

Knowledge and experiences of administrative business, and procedures and customs, and abilities to execute businesses on his own decision are required.

General Affairs Sub-section

Official in charge

A. Duty

To take charge of liaison of budget, supply, accounting, personnel affairs, pension, documents groups, and execute his business under the direction of section chief.

B. Qualification

Experiences and knowledges of the business concerned and official businesses, and abilities to execute his business on his own decision are required.

Budget and Accounting Group

Take charge of budget affairs and accounting business.
Knowledges and experiences of business concerned are required.

Pension Group

Take charge of pension and retirement allowance for members of the Board.
Knowledge and experiences are required.

Personnel Affairs Group

Take charge of personnel affairs of Business Office.
Knowledge of personnel affairs are required.

Supply Group

Take charge of purchasing and custody of goods' furnitures etc.,
Knowledge and experiences are required.

Facilities Sub-section**Official in charge****A. Duty**

To manage the maintenance prefectural high schools, guidance of erection of municipal schools, matters concerning national subsidies, under the direction of section chief.

B. Qualification

Knowledges and experiences of business in his charge and official businesses and abilities to carry out business on his own decision.

Prefectural schools maintenance group

Take charge of planning, designing and execution of prefectural high schools construction.
Special knowledges and experiences concerning construction are required.

Municipal schools construction guidance group.

Take charge of guidance of municipal school constructions, national subsidies to these constructions, and businesses concerning construction materials.
Knowledge and experiences are required.

"Ohte-mon" gate repairs and maintenance group.

Take charge of businesses concerning repairs and maintenance of "Ohte-mon" gate.
Special knowledge of historical constructure and experience in construction are required.

School-superintendent Room

Chief

A. Duty

Take charge of convocation of meeting of Education Board, minutes book, meeting of section chiefs, liaison between the Board and outside, between sections, publication of matters decided at Board meeting, etc.

B. Qualification

Knowledge of administration, specially of educational administration, experiences in official works and abilities to execute his work on his own decision are required.

Board group

Take charge of convocation of Board meeting, and arrangement of minutes books.

Secretary group

Take charge of liaison between inside and outside, and other works as secretary.

Driver

Take charge of car of school superintendent.

4. School Administration Section

Matters under jurisdiction

Appointments and dismissals of principals and teachers. Certification of teaching staff. Union composing of principals, teachers and faculties. Various allowances to principals teachers and faculties. welfare facilities to principals, teachers, faculties and pupils. Relief union of public schools, establishment and abolition of school, management and control of school, distribution and mediation of data and implements for teaching. Contracts for school affairs, school health, school supplying food.

(1) sectional chief

A. Duty

Responsible for management and realization of the programs of this section.
Controls over his subordinates and represents this section.

B. Ability

Profound Knowledge and experience concerning local autonomy and education administration and ability to deal with important and difficult affairs, are required.

(2) Assistant chief**A. Duty**

Assists his chief's functioning and coordinating subsections under the direction of his chief and attends safekeeping of sectional supplies.

B. Ability

Knowledge and experience concerning complicated administrative matters on a wide scale, being wellversed in the official functions and ability to carry out his sectional matters upon his own judgement.

Miscellaneous affairs subsection**Subsectional chief****A. Duty**

Under the direction of sectional chief he attends the expenditure of primary, junior, senior high schools expences, other accounting matters, safekeeping of sectional supplies, contract for teaching functions, book keeping, filing of sectional documents and other sundry works.

B. Ability

Experience in relation to his official business and to be wellversed in all the governmental function are required besides ability to execute his own work on his own judgement.

Clerks

Under the direction of subsectional chief attends his duty.

They should have knowledge concerning their clerical works and be fully experienced.

Welfare Subsection**Subsectional chief****A. Duty**

Under the direction of sectional chief, welfare facilities to pupils, teachers and faculties, Relief Union affairs, School supplying food affairs, school sanitary

administration, mediation of data and implements for teaching, Unicef, model School affairs, and his own subsectional works.

B. Ability

Should have understanding and experience concerning his own work and ability to deal with various complicated matters in connection with his work.

A Subsection handling School food, sanitary administration, Unicef Model School teaching data and implements mediation.

They should have sufficient experience in connection with their respective work and must carry out their work perfectly.

Nutritionist gives instination in connection with preparation of school food

Relief Union Subsection.

Attends the management of the relief union of public school teachers and faculties.

They should study and have knowledge concerning their work and must carry out their work perfectly.

School teachers personnel subsection

Subsectional Chief.

A. Duty

Personnel Affairs of teachers, faculties of primary, junior, senior high schools (Appointments and dismissal of school principals teachers faculties and their reward and punishment, diligence, transfer, increase of pay and promotion of grade, and making of merits list included).

B. Ability

Under the direction of sectional chief must attend his duty being welversed in primary, Junior, Senior high school Educational administration possessing a wide rainge of vision.

Clerks

They attend their respective duty under the direction of subsectional chief. They should have knowledge and experience in connection with their respective duty.

School Administration subsection

Subsectional chief

A. Duty

Establishment, abolition of school, School attending range, School equipment school law, regulation, curriculum, teachers union, School attendance, School year teaching days, communication education, teachers certification, authorization of qualification authorized course, examination for qualification of entry into colleges, All affairs in above connection executed under the direction of the Sectional chief.

B. Ability

He should have profound knowledge and experience in connective with school administration and ability to deal with complicated and difficult affairs school establishment, abolition, school attending range, teachers union subsection.

They attend their respective duty under the direction of Subsectional chief. They should study and experience about their respective duty. School attendance, school year, teaching days specific school, school fee subsection.

Under the direction of subsectional chief, they attend their respective duty.

They should have experience and study in connection with their respective duty.

Teachers Certification Subsection

They attend duty under the direction of subsectional chief and they should study and experience in connection with their respective duty.

Authorized course subsection

Under the direction of the subsectional chief attend authorized course, affairs for certification of teachers on duty.

Allowance Subsection**A. Duty**

Standard of allowance, designation of a remote place, authorization of dependents of a family etc. All the affairs in above connection attend his duty under the instruction of sectional chief.

B. Ability

Should be wellversed in general allowance administration especially in the allowances to teachers and faculties and must have full study of above.

Clerks

They attend their respective duty under the instruction of subsectional chief.

They should study on the duty in their charge.

5. Social Education Section:

Matters treated:

Social education Committees: libraries, museums and other social education facilities; religious affairs; historical sites, scenic places, natural monuments; national treasure, important fine arts; visual and audio education; physical education, recreation; and other social education matters in general.

(1) Section Chief

A. Duty

Establish overall plan for the business matters treated by this section and carry out the plan, presiding over the section members. Responsible for managing the section in general. Represent the Section.

B. Qualification

Must have knowledge and understanding about local autonomy and educational administration. Especially necessary to have profound learning and experience in social education capable enough to treat difficult problems arising from the line.

(2) Assistant Chief:

A. Duty

Take charge of liaison and coordination within the section under the direction of the section chief and assist the chief in carrying his duty, and is responsible for safe keeping of properties of the section.

B. Qualification

Necessary to have knowledge and experience in various and wide ranges of administrative business and must be well acquainted with various government office procedures and provided with the ability to transact business by his own judgment.

General Affairs Sub-section

The official in charge:

A. Duty:

Take charge of business in connection with filing of various documents, accounting, religious affairs, national treasure, historical sites, scenic places, natural monuments, "Kaitoku-Kan" and attendance of section members.

B. Qualification

Must have allround knowledge and experience in govt office business and be provided with ability to carry out complicated & difficult business by his own judgment.

Members

must be well versed in his assigned job and transact it by his own judgment.

Social Education Sub-section

The official in charge

A. Duty

Take charge of business concerning social education committees, C.P. Hall, P.T.A, juvenile education, school extension, social course, libraries, art education, visual education and women education. Under the general direction of the section chief, preside over all the sub-section and execute his own business in charge.

B. Qualification

Must have wide knowledge and understanding about social education as well as general education administration.

C.P.Hall and P.T.A. workers

Carry out the assigned business under the direction of the official in charge. Must have wide knowledge and experience in their own business.

Juvenile Education and School Extension Workers

Under the direction of the official in charge execute the assigned business. Must have wide knowledge and experiences in the juvenile education.

Art Education and Library workers

Under the direction of the official in charge carry out the business concerning art education, libraries, and audio education. Must be well versed in the assigned business.

Women Education workers

Execute the business in connection with women education. must have wide knowledge and profound understanding on women education and pay tireless attention to the elevation of women's position.

Visual Education Sub-section

The Official in charge

A. Duty

Under the general direction of the Section Chief execute business concerning visual education and Film Library.

B. Qualification

Must be well versed in moving picture and visual education materials as well as educational administration.

Workers of the sub-section

Engaged in technical work and guidance under the direction of the official in charge. Must be provided with technical knowledge, learning and technique concerning visual education.

Physical Education Sub-section.

The official in charge

A. Duty

Take charge of business in connection with sports and recreation for school boys, girls, school teachers and general citizens involving youths and women, and execute the plan under the direction of the Section chief.

B. Qualification

Must be an expert in physical education.

Workers of the sub-section

Guide for sports groups, and carry out business concerning sports and recreation for school boys and girls, general publics and working youths.
Must have knowledge and experience in their own assigned business.

6. Guidance Section

Matters under jurisdiction

Contents of curriculum and its handling.
Guidance to study and evaluation on education.
Guidance to students' activities and others.
Guidance to school hygiene.
Examination and approval of books for teaching.
Guidance on school library, and implements and data for teaching.
Study of school principals, teachers and other personnels.
Other educational guidance.

(1) Chief

A. Duty

Responsible for overall business plan and its transaction under jurisdiction. Supervises services of his subordinates and exercises general control over the section.
Represents the section.

B. Qualification

Next page

B. Qualification

Wide knowledge and experience on educational administration, especially deep learning on school education and ability to conduct important matters are required.

(2) Assistant Chief.**A. Duty**

Keeps connection among sub-sections under direction of chief.

Take charge of supplies and goods in the Section. Acts as adviser to chief in case he performs his duties.

B. Qualification

Required to have knowledges and experiences in wide-range and complicate administration business.

Required to be well versed in business procedures and customs of govt and to have the ability to conduct them on his own judgement.

General Affairs Sub-section**Sub-section chief.****A. Duty**

Conducts arrangement of documents, purchase and custody of newspapers and books, payment for them and miscellaneous affairs.

B. Qualification

Required to have knowledge and experience in the business in charge and to conduct it on his own judgement.

Sub-section personnel.

Engaged in business assigned under direction of the sub-section chief. Each personnel should be versed in his business.

Teacher consultants**A. Duty**

Give advice and guidance to teachers from professional standpoint with regard to school education.

Busine assigned

- a. School library
- b. Introduction of teaching materials
- c. Vocational guidance
- d. Visual & audio education
- e. Work shop of primary and junior high schools
- f. Tow-shift system education
- g. Educational evaluation
- h. Achievement test
- i. Curriculum
- j. Guidance
- k. Special education.

- l. Public health, hygiene and physical education
- m. Selection of text books.

B. Qualification

Must be educational professionals with teacher consultants' licenses authorized by the provisions of the Teachers' License Law.

7. Investigation Section

Business matters under jurisdiction

Educational investigation and statistics, Annual report and other informations on education.

Matters pertaining to Education Board Report.

(1) Section Chief

A. Duty

Responsible for planning and conducting general business under jurisdiction of investigation Section. Exercises general direction and supervision over the Section. Represents the Section toward outside.

B. Qualification

Required to have knowledges and experiences in general educational administration and to be well versed in statistic knowledge.

(2) Assistant Chief

A. Duty

Conducts liaison and coordination among sub-sections under Chief's direction. Takes charge of goods & materials in Section and assists the chief to transact business.

B. Qualification

Required to have wide knowledge in educational administration and statistic affairs and ability to deal with complicated business.

General Affairs Sub-section

Sub-section chief.

A. Duty

Conducts management of documents, purchase of newspapers, custody of goods, accounting business and other miscellaneous affairs.

B. Qualification

Required to be well versed in business in charge.

Sub-section personnel

Transact business assigned. Required to have knowledge and mastery of their business allotted.

Statistic Sub-section

A. Sub-section Chief

Conducts statistic investigation business under direction of Section chief, concerning educational budget, educational facilities, salaries and living conditions of teachers, attendance at and admission into schools, health condition, P.T.A., C.P.H., education of young men, women's organizations, other social education, teaching days and hours, schools events, etc.

B. Qualifications

Required to have professional knowledge in statistic investigation and to have understanding in general educational administration.

Sub-section personnel

They are engaged in business assigned, under direction of the sub-section chief. Required to have studied and mastered their allotted business.

Public Information Sub-section.

Personnel (Sub-section chief and his members)

Conduct under direction of higher officials public information business about activities of Education Board, compilation and publication of monthly or annual reports, and others. Required to be versed in their business assigned.