Statement of Work
TEFL Manager – Peace Corps China
(Grade-Step Position – Grade 9 to Grade 10)

To submit an application: Send cover letter and resume to Joanne Peetz Moore jmoore@cn.peacecorps.gov by **Friday, May 9, 2014.** This is a contract position with PC China, it is not a USDH.

Job Description:
The TEFL Manager is directly responsible for managing Peace Corps Teaching English as Foreign Language (TEFL) Volunteers, maintaining quality programming and training, and ensuring the efforts and assignments of Peace Corps Volunteers are consistent with Chinese government and Peace Corps philosophy and priorities in China. The TEFL Manager provides technical guidance and support to approximately 150-200 Volunteers and 90-100 Trainees per annual training cycle.

The TEFL Manager is a "ladder position", which means that the starting salary will begin at Peace Corps China local contracted staff pay scale of Grade 9, Step 1. Upon the successful completion of duties after one year, depending on the evaluation and recommendation of the Director of Programming and Training (DPT) and the availability of budget resources, the TEFL Manager will be eligible for a merit-based promotion to Grade 10, Step 1.

TEFL Technical Development and Management

- Under the supervision of the DPT, designs and implements on-going TEFL training and support for Peace Corps Volunteers.
- Researches and maintains knowledge of current TEFL teaching practices and norms and implements them in ways that reflect and serve the needs of Chinese post-secondary schools and is consistent with Government of China (GOC) policies and priorities. TEFL plans and guidance must meet Peace Corps (PC) programming criteria and must be developed in conjunction with Chinese government and school officials, Peace Corps staff and Volunteers, and third parties when appropriate.
- Plans, organizes, and conducts training opportunities with Volunteers who ask for or are determined to need TEFL technical training support after Pre Service Training (PST) and throughout their term of service. Meets with school officials or counterparts at sites to receive feedback on Volunteer performance. Ongoing TEFL support and guidance is consistent with knowledge, skills, and attitudes developed during PST.
- Assesses behavior and overall performance of each Volunteer and discusses TEFL related needs and problems. When appropriate, takes steps to overcome identified TEFL technical deficiencies or obstacles. Works closely with Program Managers to support other identified behavior and performance issues.
- Under supervision of the DPT and in conjunction with the Training Manager, designs, implements, and updates TEFL technical training for PST and all other training events as necessary.
- Prepares and updates professional documents for programming and training activities which include but are not limited to:
- Project Plan
- Volunteer Assignment Descriptions (VADs) for each training class.
- Project Status Report
- Project reports as required by DPT

- Site Visit and Site Development Reports (TEFL)
- Peace Corps Guidelines for School Partners
- Responses to Volunteer Project Reports (three times per year).
- Requests from PC Headquarters (HQ)
- Critical incident documentation and disciplinary documentation
- Participates in the preparation of the PC/China Integrated Planning Budget System (IPBS) annual submission. These duties include developing, gathering, and analyzing information for the Country Narrative section, exploring new program opportunities, projecting future program levels/requirements and requesting, reporting and monitoring projects funded through available sources such as Peace Corps Partnership.
- Shares time in completion of administrative responsibilities such as reports, TSRs, MRE, etc.

Training

- PST – Works cooperatively with the Training Manager and DPT to design the technical Calendar of Training Events (COTE). Works as a TEFL technical trainer in conjunction with other TEFL Trainers and DPT. Helps to identify appropriate PST resources. Participates in other PST events as appropriate. Provides Trainees with programmatic support, cross-cultural and personal adjustment counseling as appropriate. Participates in the Trainee assessment and evaluation process. Approves participation of TEFL Volunteers in PST activities. Coordinates with other Training and Program Managers and PST trainers to identify areas for project and training integration.
- IST – Provides guidance, in coordination with Training Manager and DPT, in order for IST events to meet the ongoing TEFL technical training needs of Volunteers. Participates in IST events as a facilitator. Coordinates with other Training Managers, Program Managers and DPT to determine sequence, content, and re-design of IST events as needed. Plans and participates in ongoing IST events such as PDM, MST, or Project Workshops with Training Managers, DPT, Program Managers, Volunteer Leaders and training staff.
- Prepares written session designs for all PST and IST sessions that s/he facilitates.

Volunteer Support

- Coordinates with Program Managers to develop understanding of level and motivation of students at each school.
- Provides information to appropriate school community members that will orient them to the goals of Peace Corps, the role of the Volunteer, and the role of school community partners.
- Site Assignment: Works with Program Managers and DPT to determine appropriate criteria to match knowledge, skills, abilities, and Trainee preferences to sites.
- Site Visits: Visits Volunteers as needed in all regions to give TEFL technical training, support, and guidance as identified or requested. Assesses Volunteer performance and observes the Volunteer teaching. Each site visit results in a written report and requires personal interviews with the Volunteer and the counterpart or teaching supervisor.
- Counseling and Appropriate/Reasonable Support to Volunteers: Provides counseling to Volunteers on professional matters. This means giving Volunteers feedback on their interpersonal relations with school supervisors, counterparts, peer teachers, and other Volunteers. May advise Volunteers in matters of proper cross-cultural behavior such as dress codes and locally appropriate dating/sexual behavior and assumptions. Assists them in overcoming job frustrations that arise through adjusting to a new working environment without amenities that Volunteer is accustomed to have and referring special cases to the Health Unit for their psychological services. Participates in all Volunteer support related events such as Diversity, Peer Support, etc., in order to better understand how to support diverse Volunteers appropriately.

- After training, will serve as one of Peace Corps China's two Sexual Assault Response Liaisons (SARLs).
- Reviews and supports Peace Corps China policies in relation to Volunteers. Provides Volunteers with guidance on Peace Corps Policy. Interprets policy only with the participation and concurrence of management, and does not provide preferential treatment to some Volunteers.
- Advises and assists Volunteers in the preparation of TEFL technical matters for Summer Projects. When appropriate, provides Volunteers with technical assistance during the implementation stage and assesses project progress to insure compliance with original goals and good use of financial resources.

Administration

- Keeps DPT fully informed and updated on any Volunteers who have received additional TEFL technical support and guidance.
- Contributes to the Program and Training Unit (PTU) reports to the Country Director.
- Actively participates in PTU meetings.
- Acts as the lead liaison for Volunteers and staff for at least one Volunteer group (Diversity, Volunteers Supporting Volunteers, Newsletter, etc.) or technical topic (Volunteerism, Gender Equity and Women's Empowerment, Peer Professional Support etc.).
- Conducts, in coordination with the Training Assistant, the following administrative and office work as it relates to TEFL:
- Participates in PTU, senior staff, Volunteer Advisory Council (VAC) and any other type of meetings where important programmatic, training, and administrative decisions are taken.
- Maintains up to date site visit travel on office Site Visit Calendar.
- Coordinates with the Training Manager the logistics and administrative matters of conferences and workshops.
- Acts as Duty Officer.
- Performs other duties as assigned by the DPT.

Safety and Security

- Is completely familiar with MS270 and post specific policies concerning the safety and security of Trainees and Volunteers.
- Works closely with the Safety and Security Coordinator during site development trips to ensure minimum housing standards requirements are met for PCV apartments. Gathers any background information necessary in the process of determining the safety of locations and campuses.
- Understands the importance of and the process of Incident Reporting by Trainees and Volunteers and can explain to PCT/PCVs with the SSC, or in his absence the process of filing an incident report. Reviews all incident reports from her Trainees and PCVs and follows up with the SSC. Reviews the SSC's reports to stay current on areas of concern, dangerous locations, trends developing within the provinces or country, and is able to instruct trainees and Volunteers in safe behavior practices.
- Works with the PC Medical Office on personal health and safety issues for Trainees and PCVs during host family selection, host family stays and during PCV service. Makes decisions and changes when evidence is clear that a Trainee or Volunteer is in a risky environment.
- On visits to training sites, checks to make sure policies are being followed by staff and Trainees and that host families are complying with criteria.
- Is the Duty Officer on a rotational basis. Is completely familiar with the process of responding and documenting calls and incidents.
- During site visits, analyzes the quality of safety training based on observable results at Volunteer sites. Suggests changes to training as necessary.

- During site visits, discusses any safety and security issues with PCVs and their supervisors, follows through on suggestions for improvement, documents concerns on site visit form, reports them to SSC, PTO and CD.
- Keeps SSC informed of any phone, address and contact changes for PCVs at sites.

Equal Employment Opportunity (EEO)

- Applies EEO principles to all aspects of personnel management (hiring, training, work assignments/schedules, discipline, counseling and awards).
- Reports all allegations of discrimination and /or sexual harassment to the Country Director, with a view toward early resolution or corrective action if sexual harassment or other discriminatory/unfair treatment is observed, reported or suspected.
- Participates in EEO activities and encourages subordinates to do so.

Organizational Management and Leadership

- Provides vision and communicates mission and organizational goals to all subordinates. Sets standards and leads by example.
- Implements/complies with Peace Corps policies.
- Secures/allocates/manages resources effectively and efficiently.

Minimum qualifications:

- Prior experience as a TEFL Trainer with overseas training experience in China.
- Ability to work within a cross-cultural team which includes American and Chinese staff.
- Keen knowledge of student-centered learning approaches and TEFL methodology.
- One or two years' experience in direct classroom teaching in China.
- Bachelor's degree in TEFL/TESOL, Education, or other related field.
- Native English speaker

Desired Qualifications:

- More than three years' experience in designing and delivering teacher training courses.
- Demonstrated skills in collaborating with host country national staff in designing and carrying out training programs.
- Understanding of current education reform in China.
- An advanced degree in TEFL/TESOL, Education, Training, or other related field.
- Working and living experience in China and/or the region, basic knowledge of the Chinese language.