

## Addendum 1

The incumbent performs a full range of requisite class coordination responsibilities associated with International training conducted by ILEA San Salvador. Representative of these responsibilities are: (1) following up assistance on the invitational cables, preparing and submitting the electronic application forms and course information to the participating countries; coordination of medical insurance for the participants, ensuring enrollment of sponsored participants in Health and accident insurance and coordinates submission of medical tests, if applicable; academic assistance for instructors/alumni participants during the training, conducting and /or attending participants needs and resolving a variety of student issues and problems (discipline, cultural, issues, dress, demeanor, etc.) and reporting to ILEA Management those which are significant and may affect training process and/or student learning; (2) provides guidance to class-members while discussing specific training requirements, ILEA policies/regulations and other pertinent logistical matters that will affect the training experience at the ILEA; and (3) deals with problems, questions and concerns in support of foreign language interpreters, and other support personnel and serves as the official ILEA class coordinator for all specialized programs.

Maintains contact with ILEA alumni through the use of various social networking applications, such as ILEA San Salvador's Internet page (web page) and Facebook page, as well as via the "ILEA Global Network" Internet-base tool. Conducts surveys with alumni one year after their graduation to determine the impact or benefit that ILEA training has had on their careers.

40%

Assists the program Manager in analyzing the state-of-the-art instructional systems and the latest developments in the International training areas.

Compiles and analyzes historical training data to respond to requests by Congress, Washington, Embassy, partner institutions and the public.

Documents participants files according to INL/ILEA policies and guidances.

10%

Participates in the multi-year development of programmatic budgets by gathering and computing costs predicated upon student fees and per diem, student travel, notebooks, training manuals, equipment costs, and miscellaneous expenses.

The incumbent has the primary responsibility for incorporating and adapting the ILEA student data information into reports requested by INL/ILEA Washington, by managing and utilizing the course numbering system and ensuring the accuracy of the system is maintained properly onto the number of participants. Creates correspondence of a technical nature by the use of computer applications such as word processing, communications, spreadsheet, data management, powerpoint and other related program

20%

Coordinates conferences including training needs assessments and feasibility and curriculum conferences. Also, coordinates tours and meetings. Prepares and/or assures assembly and distribution on pre-conference materials, notification to attendees, readiness of arrangements and performs any follow-up activities that are required to document the status of agenda items.

Maintains, updates, and computes the ILEA Training Reports, which includes statistical computations and the listing of all agencies and international students trained by ILEA. Lists all International visitors to the ILEA office and communicates with telephone callers and determines, where appropriate, the nature and purpose of calls, answers, inquires or refers visitors and callers to the appropriate staff member.

20%

Communicates and collaborates with the Class Coordinators responsible for each ILEA core program to keep the lesson plans current and properly filled. Manages and utilizes the course numbering system and ensures the accuracy of the system is maintained

Collaborates with the Program Manager in the planning and coordination of training to include complex international travel arrangements, transportation, passport and visa acquisition, fee computation and miscellaneous expenses for contract instructors, preparing accurate travel authorizations and information to instructors in a timely manner. Develops reports, letters of tasking responsibilities, and interagency agreement for the use of instructors and facilities. Performs other directly related duties and tasks as assigned.

10%