

## **CALL FOR PROPSALS: ENGLISH INTRUCTOR**

### **GRANT AMOUNT**

\$15,000 per year to be paid in four installments.

### **TIME REQUIRMENT**

The instructor teaches Tuesday-Saturday. Most week day classes will take place between 2:00pm and 7:00pm, while Saturday classes will include a morning and afternoon session. The instructor will not be required to teach on Lao or American Holidays and will have two weeks of flexible leave per year.

### **POSITION DESCRIPTION**

The instructor teaches English classes 15 hours per week at the American Center @ That Dam using a variety of student-centered, communicative instructional methodologies. In instructor also prepares lessons, conducts classes and scores classroom exams. The instructor is responsible for developing course materials and exams. The instructor also provides guidance to students on an individual basis and plans and participates in extracurricular activities, sometimes in coordination with outside organizations.

### **REQUIRED QUALIFICATIONS**

- Native English Speaker. Fluency in speaking/reading/writing/understanding English is required.
- University degree in education, economic, law, social sciences, arts or any related field is required.
- At least three years previous experience teaching EFL/ESL or equivalent previous teaching experience in related field preferred.
- Extensive knowledge of teaching methodologies, English language resource materials, and American history and culture.
- Ability to develop course material for target audiences and adapt textbooks and other teaching materials to suit the local context. Demonstrated cross-cultural teaching skills, supervisory skills, leadership skills, written and oral communication skills, and interpersonal skills.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

## TO APPLY

Submit the following documents to [VientianeSmallGrants@state.gov](mailto:VientianeSmallGrants@state.gov).

- Cover Letter
- Resume
- Fill out applicable portions of this document

[http://photos.state.gov/libraries/laos/19452/pdfs/Small%20Grant%20Application%20Template\\_LB1\\_001.pdf](http://photos.state.gov/libraries/laos/19452/pdfs/Small%20Grant%20Application%20Template_LB1_001.pdf)

## APPLICATION DEADLINE:

January 9th