

The Regional English Language Office, Public Affairs Section of the U.S. Embassy in Kyiv, seeks 4 LEAD TEACHERS to take part in a program of specialized online English-language instruction.

Online Workplace English for Displaced Persons is a 4-month course to be developed in Ukraine for an audience of Internally Displaced Persons. The course will provide displaced persons who have a basic knowledge of English (A2) with (a) increased English skills, specifically in the fields of tourism, business, and entrepreneurship; and (b) Internet Technology skills. The aim is to expand participants' job marketability and lead to more positive integration outcomes.

LEAD TEACHER RESPONSIBILITIES

A. Course Development and Preparation (Sept. 11 – Oct. 31)

1. Work together to develop the modular course content in the Canvas platform, in consultation with a U.S. Specialist.
2. Train and mentor two additional Online Instructors in course content and methodology between October 15 and 31.

B. Course Implementation and Monitoring (Nov. 1, 2015 – Feb. 28, 2016)

1. Conduct one section of the course (20 students)
2. Mentor two Online Instructors, each of whom will have a section with 20 students.
3. Continue development and revision of course materials with the team of Lead Teachers.

Lead Teachers will work approximately 30 hours per week.

The 4-month course will be offered two times (from November 2015 through February 2016, and March 2015 through June 2016), and Online Instructors are expected to work in both sessions.

Online instruction differs a great deal from that of the physical classroom. Much flexibility is required. Students will only remain in the course only as long as they remain invested and feel they are succeeding. The goal of Online Instructors is to retain students in the program by keeping them meeting *their* needs. Since attendance in the course is voluntary and unlinked to any institution, Online Instructors will not rely on grades or testing as principle forms of motivation. Accordingly, the Regional English Language Office seeks Online Instructors who can demonstrate their flexibility and perseverance.

Lead Teachers applicants who are not selected will be considered for Online Instructor positions (teaching one online section of the course) if so noted in their application.

Online Instructors will have the opportunity to apply for the position of Face-to-Face Teacher. In this additional component of program, we expect to offer one or two classroom sessions per month, for a total of 3-5 astronomical hours of instruction, in several cities of Ukraine's east and south. Depending on the number of participants enrolled, Face-to-Face Instructors may need to teach more than one section. The

announcement for Face-to Face teacher positions will be posted, along with the locations of the face-to-face sessions, in mid-September.

ELIGIBILITY REQUIREMENTS

- English Teaching Degree
- Experience Teaching English as a Foreign Language
- Excellent computer skills and daily access to Internet
- Completed application with statement

RECOMMENDED EXPERIENCE

- Online education platforms (particularly Canvas)
- Teacher Training or Mentoring
- Course and/or Materials Development

SELECTION PROCESS

Participants will be selected through an open, merit-based competition. Top candidates will be interviewed by the Regional English Language team at the U.S. Embassy.

COMPLETE APPLICATION INCLUDES:

1. Curriculum Vitae (in English, no more than one page).
2. A Statement (one page) in English expressing your desire to take part in and complete this groundbreaking project, highlighting experience in online learning/teaching and/or course development, and providing examples of flexibility.
3. Completed online Application Form: <https://goo.gl/vuVIOE>

This program offers instructors an excellent opportunity for professional development, expanding their skill set to include online instruction, with the support of a U.S. Specialist. In addition, instructors will gain personal satisfaction by helping those who have suffered in the conflict in Ukraine. Honorarium for the course development and monthly salary for course implementation and monitoring will be provided by assisting project implementer through a grant from the U.S. Embassy.

Please complete the online Application Form and email your CV and Statement with the subject line "LEAD TEACHER_YOUR LAST NAME"
by September 4, 2015 to: KyivRELO@state.gov

Only successful applicants will be informed about the results of the competition
by September 7, 2015.

For further information, please contact Alyona Sukhinina at (044) 521-5706.