



PH International

Job Description

Job/Position Title: Teacher of English Language
Compensation Category: Temporary, Part-time
Start Date: October 26, 2015
End Date: August 31, 2017
Supervision received from: Ukraine Country Director
Locations: Poltava

1. Background Information

PH International (also known as Project Harmony, Inc.), an international, non-profit, professional and educational exchange and training organization, is seeking teachers of English language to deliver English language trainings and cultural activities for youth within the English Access Microscholarship Program (Access) announced by the U.S. Embassy in Ukraine and PH International. This program is funded by the U.S. Department of State, and it ends on August 31, 2017. It provides a great opportunity for 13 to 15 year-olds from underserved and low-income families to learn about U.S. culture and values, deepen their knowledge of the English language, develop leadership skills and take an active part in the development of Ukraine.

The program consists of two components: 1) English language lessons according to the students' level, and 2) Cultural activities that build understanding of the United States.

The Access program seeks innovative teachers of English who value meaningful communication, content-based activities, and a student-centered learning environment. Self-development is also a key aim of Access Enhancement activities, which often take place outside of the classroom. Far less emphasis is placed on traditional approaches to language teaching--for example, grammar, testing, and rote memorization. In short, the experiences of Access students should differ markedly from their experiences in regular English classes.

The program is going to be carried out in Kharkiv, Odesa, Poltava, Vinnytsya, and Chernihivka and Tokmak (Zaporizhzhya Obast).

To carry out the program classes and cultural activities **in Poltava**, interested English language teachers are invited to participate in a competition for positions of the Access program teachers.

2. Roles and Responsibilities

The objective of the position is to deliver the Access program classes and cultural activities as specified further by this Job Description.

Teachers' responsibilities include, but are not limited to:

- Selecting appropriate textbooks and materials that reach the program objectives.
- Developing a course syllabus that clearly outlines the topics of the classes and expectations of the students.
- Developing and implementing quality lesson plans according to the Access Program objectives.
- Holding classes and conduct enhancement activities in accordance with the schedule and curriculum approved by the Access Provider.
- Designing evaluation materials to properly assess student’s progress in accordance with the benchmarks established at the start of the program.
- Conduct student assessments on a regular basis.
- Submit progress reports according to the schedule established by the Provider.
- Ensure student portfolios are filed, accessible and frequently updated.
- Monitoring and regularly updating dossiers of the students’ attendance and notifying the coordinator of students’ progress through regular written reports.
- Developing, planning, and implementing the enhancement activities according to the Access Program objectives and duties listed above.
- Ensuring the health and safety of the students during planned classes and activities.
- Seeking to improve methodical and pedagogical skills through participation in seminars, lessons offered by visiting experienced colleagues, and self-directed professional development.

3. Qualification Requirements

Teachers’ qualifications may include but are not limited to:

- Holding university degree(s) with the qualification “English Language Teacher” and **at least** three years of experience working with students.
- Strong desire and motivation to work with disadvantaged youth.
- Dedication to working with Access students for two years.
- Ability to organize and participate in enhancement and out-of-class activities.
- Willingness to attend professional development and Access Program events organized by the U.S. Embassy/Consulate.
- Availability for 6 hours a week in the afternoons on weekdays or on the weekends during regular school semesters from: October 15, 2015 to August 31, 2017.
- Availability for intensive sessions during one to two weeks long summer camps that will be organized for Access students in 2016 (day time camp) and 2017 (residential camp).
- Basic knowledge of and appreciate for U.S. society and culture, especially as it refers to the following holidays: Earth Day, Memorial Day, Independence Day, and Thanksgiving.
- Basic computer skills with Microsoft Office (Word, PowerPoint), an internet browser (Explorer, Firefox, Safari, Chrome, Netscape, etc.), and e-mail.
- A competitive remuneration for teachers is foreseen based on the number of class hours.

4. How to Apply

Please submit the following documents in English via email to andriy.haidamashko@ph-int.org

- 1) CV
- 2) Motivation Letter
- 3) Examples or references to personal programs used in teaching practices (if available)

Deadlines for Applications: November 24, 2015

For more information about PH International, visit: www.ph-int.org