Teaching Excellence and Achievement Program (TEA)

A program of the Bureau of Educational and Cultural Affairs (ECA), U.S. Department of State, and implemented by IREX

Application for International Teachers

The U.S. Department of State and IREX announce an open competition for a program that will bring outstanding secondary-level school teachers to the U.S. for a professional development opportunity. TEA seeks to:

- Enhance teachers' expertise in their teaching discipline and equip them with a deeper understanding of best practices in teaching methods, lesson planning, and instructional technology
- Create among educators a more nuanced understanding of the U.S.
- Develop productive and lasting relationships and mutual understanding between U.S. and international teachers and their students.
- Contribute to improving teaching in participating countries by preparing participants to serve as teacher leaders who, upon returning home, will apply and share their experience and skills with their peers and students.

ELIGIBLE TEACHING DISCIPLINES FOR TEA ARE:

- English or English as a Foreign Language,
- Social Studies (social studies, civics, history, geography, etc.)
- Mathematics
- Science
- Special Education teachers in the disciplines listed above

Please return completed applications to:

CaracasExchanges@state.gov

DEADLINE:

April 30, 2014

Application Deadline: April 30, 2014
Applications are free of charge and may be duplicated.

Teaching Excellence and Achievement Program (TEA)
Application for International Teachers

PROGRAM OVERVIEW

The Teaching Excellence and Achievement Program (TEA) will provide international teachers with unique opportunities to develop expertise in their subject areas, enhance their teaching skills, and increase their knowledge of the United States.

The Teaching Excellence and Achievement Program (TEA) will provide approximately 150 secondary school teachers from Europe and Eurasia, East Asia and the Pacific, the Near East, South and Central Asia, Sub-Saharan Africa, and the Western Hemisphere with unique opportunities to develop expertise in their subject areas, enhance their teaching skills and increase their knowledge about the United States. TEA consists of a six-week non-degree, non-credit academic program at a U.S. university. The international participants will travel to the United States in two cohorts of approximately 75 teachers each in spring or fall 2015. TEA provides academic seminars focusing on teaching methodologies, curriculum development, lesson planning, teaching strategies, and instructional technology training. Intensive English language instruction will be offered to teachers who need additional practice. The program will also include a field experience at a U.S. secondary school where participants work closely with U.S. teachers and teach and present to U.S. students. Cultural enrichment, mentoring, and support will be provided to participants throughout the program.

After returning home, teachers will be eligible to request funds from a competitive alumni small grants program for essential teaching materials, follow-on training for other teachers, collaborative projects between their home schools and U.S. schools, and other activities that build on the exchange experience.

ABOUT THE BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS, U.S. DEPARTMENT OF STATE

The Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State fosters mutual understanding between the people of the United States and the people of other countries around the world. ECA strives to achieve this goal through a wide range of international exchanges as authorized by the Mutual Educational and Cultural Exchange Act of 1961, as amended. ECA works in close cooperation with U.S. Embassies overseas to promote personal, professional, and institutional ties between private citizens and organizations in the United States and abroad.

ABOUT IREX

IREX is an international nonprofit organization providing thought leadership and innovative programs to promote positive lasting change globally. We enable local individuals and institutions to build key elements of a vibrant society: quality education, independent media, and strong communities. To strengthen these sectors, our program activities also include conflict resolution, technology for development, gender, and youth.

Founded in 1968, IREX has an annual portfolio of over $70 million and a staff of over 400 professionals worldwide. IREX employs field-tested methods and innovative uses of technologies to develop practical and locally-driven solutions with our partners in more than 100 countries.

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ELIGIBILITY REQUIREMENTS

Applicants must:

- Be current secondary school-level, full-time teachers in a school that serves a primarily local (not expatriate) population;
- Have five or more years of classroom experience in TEA teaching disciplines: English, EFL, Social Studies, Mathematics, Science, or special education
- Be citizens of and residents in eligible TEA countries;
- Have earned a bachelor's degree or equivalent
- Obtain a minimum score of 450 on paper based TOEFL or equivalent English language examination*;
- Demonstrate a commitment to continue teaching after completion of the program; and
- Have submitted a complete application.

*A small group of no more than 20 participants with TOEFL scores between 425 and 450, or equivalent, will be accepted for the program into a special cohort with additional English language training included in the professional development program.

Former participants of TEA, the International Leaders in Education (ILEP) program, Partners in Education (PiE), or the Fulbright Teacher Exchange Program are not eligible to apply. If you have participated in other professional development exchange programs, please talk to the Fulbright Commission/U.S. Embassy in your country about your eligibility.

TEA is a program for practicing teachers. Ministry of Education officials, full-time principals or educational administrators, full-time teacher trainers, university faculty, private English Language tutors, are not eligible.

Current IREX employees and consultants and their immediate family members (spouses, parents, children, and siblings) are not eligible to compete in any IREX-implemented grant programs, either as individuals or as the responsible party representing an institutional applicant. IREX does not discriminate against grant applicants because of race, color, religion, sex, age, national origin, disability or any other protected characteristic as established by U.S. law.

APPLICATIONS NOT MEETING THE ABOVE ELIGIBILITY REQUIREMENTS WILL NOT BE FORWARDED TO THE SELECTION COMMITTEE. IREX reserves the right to verify all of the information included in the application. In the event that there is a discrepancy, or information is found to be false, the application will immediately be declared invalid and the applicant ineligible.

PROVISIONS OF THE FELLOWSHIP

- J-1 visa support;
- A pre-departure orientation held in participant's home country;
- Round-trip airfare to and within the U.S.;
- A Welcome Orientation in Washington, D.C.;
- Academic program fees;
- Housing (generally shared with other program fellows) and meals;
- Accident and sickness medical insurance coverage;
- Transportation to the practicum school (if necessary);
- A daily allowance for incidentals during the university academic program
- A book/professional development allowance;
- A baggage/shipping allowance;
- A Closing Workshop in Washington, D.C.; and
- The opportunity to apply for alumni small grants.

SELECTION PROCESS AND CRITERIA

SELECTION PROCESS AND CRITERIA

TEA Fellows will be selected through a merit-based open competition based on the criteria below. Top candidates will be interviewed by an interview panel and must take the TOEFL (Test of English as a Foreign Language) or equivalent English language examination or provide valid results from June 2013 or later.

Selection Criteria (not in order of importance):

- Demonstrated commitment to teaching in the field of secondary education;
- Demonstrated leadership potential;
- Professional and educational experience and achievements;
- Potential for developing long-term linkages between U.S. and home country educational institutions and schools;
- Preparedness (including maturity, flexibility, and ability to function independently) for an **intensive** U.S.-based training program with very limited free time for personal travel or sightseeing;
- Willingness and capacity to work and live collaboratively with international peers to foster a positive learning community for professional development;
- Ability to express ideas clearly and effectively; and
- English language skills adequate to manage coursework, develop lesson plans, and team-teach in U.S. schools (a minimum paper-based or equivalent TOEFL score of 450 is required for TEA participation).
- Applicants who have had few or no opportunities to travel to the U.S. will be given priority.

GENERAL APPLICATION INSTRUCTIONS & SUBMISSION GUIDELINES

- Please answer **all** questions on the application.
- Please type or print in black ink.
- If a question does not apply to you, enter N/A (not applicable).
- Include your full, legal name as spelled on your passport (if available) or other photo identification.
- Include complete contact information (including zip/postal codes for all addresses and city codes for all phone and fax numbers if available).
- Write your full name, city, and country in the top right corner of each page.
- Hand sign the Privacy Policy on the last page with ink.

INSTITUTIONAL SUPPORT AND REFERENCE FORM

All applicants must include the Institutional Support and Reference Form, which must be completed by your supervisor at the school where you are employed. The form must be signed in ink. An English translation must be provided if the form and reference letter are not written in English.

A completed application includes all elements listed below. You may submit your application to the U.S. Embassy or Fulbright Commission in your country electronically or in paper form in the following order:

1. Application,
2. Institutional Support and Reference Form completed by your supervisor, and
3. A copy of the photo and information pages of your passport (or photo identification).

PROGRAM TIMELINE

Posts: insert deadline here	Application Deadline
March/April/May 2014	TOEFL Testing/Interviews
September 2014	Notification of Finalists
December 2014	Pre-Departure Orientation Cohort I
January-March 2015	U.S. Program Dates Cohort I
July 2015	Pre-Departure Orientation Cohort II
September-November 2015	U.S. Program Dates Cohort II

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APPLICANT NAME: _____

*COUNTRY:*_____

Teaching Excellence and Achievement Program (TEA)

International Teacher Application

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Please complete ALL information requested. Incomplete applications will not be accepted.

TEA Cohort Preference:		
Please indicate your program cohort preference (*note: preference is not guaranteed):		
◯ Cohort I (January – March 2015)	◯ Cohort II (September – November 2015)	◯ No preference

Name (please spell exactly as it is written on your passport)	
First/Given name:	
Middle name:	
Family name/Surname:	
Country	
Country of Citizenship:	
Country of Legal Residence:	
Place of Birth	
City of Birth:	
Country of Birth:	

Gender

◯ Male ◯ Female

Number of Years Teaching

I have been teaching for _____ years (not including student teaching practicums).

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APPLICANT NAME: _____

*COUNTRY:*_____

Date of Birth (as listed on your passport)		
Month	**Day**	**Year**

Please check your birth month:

January February March April May June

July August September October November December

What classes do you teach? (check all that apply)

English

English for native speakers English for non-native speakers English literature

English Grammar Other_____

Math

Algebra Geometry Calculus Statistics Other _____

Science

Chemistry Physics Earth Science Biology Other _____

Social Studies

History Geography Sociology Civics Economics Religion

Other_____

Special Education *(Working with students with learning or physical disabilities)*

English Math Science Social Studies Other _____

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9. Home Mailing Address:

Street/Building Number _____ Apartment Number_____
(if applicable)

City or Town_____ Country _____

Region/Province/State _____ Postal Index/Code_____
(if applicable)

Telephone number_____ Mobile Telephone:_____
(country code + city code + number) (country code + city code + number)

E-mail:_____

10. School Address:

Name of School:_____

City or Town_____ Region/Province/State _____

Country _____

11. School Information:

(a) Is your school in an urban or rural area? ◯ Urban ◯ Rural

(b) Is your school government-run or private? ◯ Government-run ◯ Private

Total number of students at the school:_____

Total number of full-time teachers at the school:_____

Total number of part-time teachers at the school:_____

Grade levels at the school:_____

Age range of students:_____

Average number of students per class:_____

In less than 200 words, please tell us briefly about your school and the community it serves: Who are the students? What do they do when they leave school or complete their studies at your school? What kind of work do their parents do? Please briefly share any other important information about the school community here.

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APPLICANT NAME: _____

COUNTRY:_____

12. Have you ever been convicted of a crime? ◯ Yes ◯ No

If yes, please provide additional information, including a description of the factual circumstances of the arrest or conviction and any supporting documentation.

13. Has a teacher at your school participated in TEA or the International Leaders in Education (ILEP) program? If yes, what is his/her name, the program and the dates of participation?

◯ Yes ◯ No

Name(s):_____

Program:_____

Dates of Participation:_____

14. Are you currently applying to any other U.S. government sponsored program, *including online programs*?

◯ Yes ◯ No

If yes, please specify which program:_____

Program Dates: _____

Name of sponsoring organization:_____

15. Are you currently applying or do you plan to apply to any professional development programs in other countries? ◯ Yes ◯ No

If yes, please specify which program:_____

Program Dates: _____

Name of sponsoring organization:_____

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APPLICANT NAME: _____

COUNTRY:_____

16. In the chart below, please fill in any previous trips you have taken outside of your home country. Please include trips for tourism, work, and exchange programs. Also include any trips sponsored by the U.S. government. Please provide as many details as possible in the "Notes" column.

City, Country Visited	**Year of Travel**	**Reason for Visit** **(Work/ Tourism/ Exchange Program)**	**Notes** (Name of program, program details, sponsoring organization, etc.)

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APPLICANT NAME: _____

COUNTRY:_____

17 (a). Please list other international exposure you have had including working with international organizations or foreigners in your home country.

17 (b). Give an example of a time when you had to demonstrate flexibility interacting with someone from a different culture.

18. How did you hear about the TEA program?

☐ Colleague ☐ Program Alumnus ☐ Friend ☐ School Administrator
☐ Publication:_____ ☐ Website:_____
☐ Other:_____

19. Education: Please list your educational background.

Institution/School	# of years of study	Field of Study	Degree/Certificate (BA, BS, Masters, PhD, etc.)	Year of Degree

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APPLICANT NAME: _____

COUNTRY:_____

20. Foreign Language Proficiency: Please rate your proficiency for each language you know in the categories of reading, writing, comprehension and speaking. Please rate on scale of 1 to 5 with 1 being low, and 5 being high.

Language	Reading	Writing	Comprehension	Speaking

21. Work History: Please list below your work history for the past five years. **Please list your current position first.**
Only one section is necessary per school, even for multiple years.

Current School Information

Name of school:_____

Position/Title:_____

Length of employment (dates):_____

Grade level(s) taught and age range of students:_____

Number of hours per week teaching:_____

Primary subject taught:_____

Additional duties:_____

Previous School Information

Name of school:_____

Position/Title:_____

Length of employment (dates):_____

Grade level(s) taught and age range of students:_____

Number of hours per week teaching:_____

Primary subject taught:_____

Additional duties:_____

Previous School Information

Name of school:_____

Position/Title:_____

Length of employment (dates):_____

Grade level(s) taught and age range of students:_____

Number of hours per week teaching:_____

Primary subject taught:_____

Additional duties:_____

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APPLICANT NAME: _____

COUNTRY:_____

22. Additional Education or Professional Experience & Activity: Please list what activities you have pursued inside and outside the classroom to maintain your professional training as an educator. In addition, please list professional organizations that you are a member of and relevant work in your community outside of school.

23. Classroom Lesson: Please attach a lesson plan that you have used in your classroom and answer the following questions: How did you plan/design the lesson? How was the lesson received by your students and how did you assess your students' learning?

APPLICANT NAME: _____

COUNTRY:_____

24 (a). Would you be interested in participating in a TEA cohort that will include a special focus on supporting and improving education for girls?

Yes ◯ No ◯

24 (b). If yes, please answer the following question on girls' education: Describe the opportunities or challenges for girls in your community to receive a quality education. If applicable, describe how you have expanded or improved opportunities for girls' education, or addressed other important issues affecting girls in your community.

* For 2015, IREX and ECA will host a limited cohort for participants with an interest and/or a need in focusing on supporting and improving girls' education. The cohort will feature a greater concentration on strategies to improve and support girls' education, as well as pedagogical professional development.

25. Weekly Schedule:

School Name	Day of the Week	Time of Day	Length of class/responsibility (in minutes)	Subject	Grade Level	Number of Students in the Class	Age of students
	Monday	9:00-9:45am	45 minutes	Geography	Grade 9	55 Students	14-15
	Monday	10:00-10:55am	55 minutes	Civics	Grade 10	45 Students	16-17
	Monday	1:00-1:45am	45 minutes	History	Grade 10	40 Students	16-17
	Monday	2:00-3:00am	60 minutes	Prep			
	Tuesday	8:30-9:25am	55 minutes	Civics	Grade 10	45 Students	16-17

sample

Please provide a sample of your weekly schedule. This should include all classes you are currently teaching including planning and prep time, as well as additional responsibilities outside of teaching. If you teach in more than one school, please indicate the school name. A sample is provided above.

Your Schedule:

School Name	Day of the Week	Time of Day	Length of class/ responsibility (in minutes)	Subject	Grade Level	Number of Students in the Class	Age of Students

APPLICANT NAME: _____

*COUNTRY:*_____

25 (continued). Weekly Schedule

School Name	Day of the Week	Time of Day	Length of class/ responsibility (in minutes)	Subject	Grade	Number of Students in the Class	Age of Students

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26. Statement of Purpose: Your Statement of Purpose is the most important part of your application. Your response will give the selection committee an opportunity to better understand you as a teacher leader and your desire to participate in the program. Statements must be clearly written in order to be considered.

In the space provided, please address *all* questions in *no more than 500 words*:

- Describe an occasion when you were a leader or set a positive example in your school.
- What skills and experience do you hope to gain from participating in the TEA Program, and how will these benefit you and your community once you have completed the program? Describe at least two ways you will share these skills with your school and/or community.
- Why do you want to participate in the TEA Program?

APPLICANT NAME: _____

COUNTRY:_____

Additional Space: Please use this space for any additional information. Include any responses that did not fit elsewhere in the application.

APPLICANT NAME: _____

COUNTRY:_____

IREX PRIVACY POLICY & APPLICATION CERTIFICATION STATEMENT

Your privacy is important to IREX. That is why we request that all applicants read the following privacy policy statement carefully.

1. APPLICANT AND PARTICIPANT INFORMATION CONTENT AND STORAGE
Information about program applicants and current and past participants consists of data contained in their applications, information derived from interviews, and information gathered during the course of their program and as program alumni. IREX stores this information in written and electronic form indefinitely. Some data, such as contact information and professional experience, is continually updated.

2. USE OF INFORMATION: Information, which is described above, may be:

A. Used by selection committees and interviewers to review applicants;
B. Supplied to the program's funding organization;
C. Submitted to potential host schools, universities, or organizations and/or organizations that provide field experience opportunities; and
D. Used for the evaluation of an individual's participation in the program and in the collection of data for general program evaluation by IREX, funding agencies or other organizations contracted to conduct evaluations.

IREX does not sell applicant or current/past participant information.

The principles stated herein are binding only to IREX; other organizations involved in the implementation of these programs may adhere to other privacy or similar policies.

3. CERTIFICATION: I certify that I completed this application myself, without any aid or assistance, that the information given in this application is complete and accurate, and that I have carefully read and understand all notes and disclaimers provided therein.

I understand that IREX reserves the right to verify all the information listed in the application. I understand that giving false or misleading information in the application will result in exclusion from the competition or immediate dismissal from the Teaching Excellence Achievement (TEA) program.

Also, I acknowledge that I am aware of the following requirements that I must observe if I am selected for the program:

- I must abide by all program rules and regulations and observe all the laws of the United States during my stay there, including returning to my home country for at least two years at the conclusion of the program in compliance with J-1 visa requirements.
- The medical insurance provided to me during my travels is intended only for emergencies and does not cover ordinary, pre-existing, and dental conditions.
- My spouse, children, other relatives or individuals are not permitted to accompany me to the United States on the program.

_____

Signature of Applicant (must be hand signed) Date

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