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**AMIDEAST**  
امديست

**EDC**

## YDRC TEACHER APPLICATION

Please submit application, complete with supporting documents as outlined below to one of the following locations by 5 pm on **Tuesday, October 26.**

1. AMIDEAST offices in Ramallah, Hebron, or Nablus
2. YDRC facilities
  - Jabal Annar Club in Nablus
  - Al Bireh Youth Foundation in Al-Bireh
  - Beit Al-Tifel Club in Hebron

Supporting documents:

- Copy of ID card
- Copy of university transcript
- Name and Contact Information for 2 references

AMIDEAST Offices:

**Ramallah/ Al Bireh**

Al-Watanieh Towers, 1st floor  
34 Municipality Street  
El-Bireh, Ramallah District  
**02-240-8023**

**Nablus**

Trust Building, 3rd Floor  
Amman Street  
Nablus, West Bank  
**09-238-4533**

**Hebron**

University Commercial Center,  
2nd Floor  
Hebron University Street  
**02-221-3301**

YDRC:

**Al-Bireh Youth Foundation**

Hashemite High School Street  
Al-Bireh, West Bank  
**0598-956139**

**Jabal Annar Club**

Ibn Rushd Street  
Nablus, West Bank  
**09-233-9688**

**Beit Al-Tifel Club**

Ein Sara Street  
Al-Mahawer Junction  
Hebron, West Bank  
**02-225-5043**

AMIDEAST is an equal opportunity/affirmative action employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, nation origin, marital status, ancestry, citizenship, veteran status, sexual orientation or preference, or physical or mental disability.



# Scope of Work

AMIDEAST, an international non-profit organization in the West Bank and Gaza, is implementing an English Language Training program through a subgrant from EDC –Ruwwad Youth Empowerment Program funded by the United States Agency for International Development (USAID). AMIDEAST is seeking qualified candidates to be beneficiaries for the following teaching training and consultancy opportunity in the West Bank.

<b>Title of Services Rendered</b>	Instructor of English as a Foreign Language (EFL)
<b>Supervisor</b>	Program Manager
<b>Term of contract</b>	Training (unpaid) – mid November to mid December, 2010 Teaching (paid) – January 1 to August 31, 2011

## Responsibilities:

- Undergo 100 hours of EFL teacher training in Ramallah that will determine qualification/eligibility for employment
- If hired, plan and teach classes of up to 20 students at various levels of EFL, utilizing a combination of:
  - textbook series,
  - Macmillan English Campus, and
  - AMIDEAST V-class Virtual Learning Environment (VLE).
- Deliver English language training at YDRC facilities in Jabal Annar Club in Nablus, Al Bireh Youth Foundation in Al-Bireh or Beit Al-Tifel Club in Hebron
- Adapt curriculum, as necessary, to meet the level and needs of the students
- Deliver courses in English for Special Purposes (ESP) as needed
- Administer written and oral assessments, including proctoring exams as needed
- Maintain an objective grading system, and issue timely progress and final reports for distribution to the students
- Manage a teaching load of up to 24 contact hours per week, including evening and weekends
- Monitor best practices and new developments in the fields of English language training and incorporate those practices as appropriate
- Provide information to the Program Manager to prepare monthly and quarterly statistical and narrative reports
- Maintain a professional yet friendly relationship with the students and administrative staff
- Follow English Language Program standard operating procedures and dress professionally and appropriately at all times

## Eligibility requirements and desired qualifications:

- Recent graduate of Bachelor's or Master's degree in English Language and/or English Literature, or Education from a Palestinian university in the West Bank
- Strong commitment to teaching English language skills to young adults
- Computer literacy in MS Office software applications
- Ability to multi-task and prioritize responsibilities
- Excellent oral and written communication and interpersonal skills
- Must possess problem-solving skills, be a team player and a self-starter
- Between 22 and 27 years of age
- Preference to be an active and committed member of Jabal Annar Club, Al-Bireh Youth Foundation, or Beit Al-Tifel Club or the Affiliated Clubs in the "We are Palestine" network.

*All applicants will be required to sit for an English language test and provide at least two references.*

*This scope of work is not intended to be all inclusive, and the consultant will also perform other reasonable related teaching duties as assigned by the Program Manager.*

PERSONAL			
Last Name	First	Middle Name	Gender (check <input checked="" type="checkbox"/> as appropriate) Male <input type="checkbox"/> Female <input type="checkbox"/>
ID (check <input checked="" type="checkbox"/> as appropriate) <input type="checkbox"/> West Bank <input type="checkbox"/> Jerusalem <input type="checkbox"/> Other _____ ID #: _____ Social Security # (for US citizens only): _____		Mobile Telephone #	
		Home Telephone #	
Address		Email	
Date of Birth (DD/MM/YY)	City of Birth	Citizenship (please list all countries)	
Position Applying For: <i>YDRC EFL Teacher</i>	Referred By:		
Have you ever interviewed with AMIDEAST or its affiliates before? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list date(s), job title(s) & location(s)		
Have you ever been employed by AMIDEAST or its affiliates before? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list date(s), job title(s) & location(s)		
Do you have any relatives employed by AMIDEAST or its affiliates? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list date(s), job title(s) & location(s)		

## EDUCATION

Institution Name (No abbreviations)	Location (City, Country)	Dates Attended MM/YY – MM/YY		Major Field of Study	Degree Received and Date Received	Grade Point Average
		From:	To:			
Secondary School						
College/University (Undergraduate)						
College/University (Graduate)						
List Any Professional Designations						
Other Special Knowledge, Skills or Qualifications						

# EMPLOYMENT HISTORY

List all employments and internships for the past 10 years, starting with the most recent position. All information **must** be completed. Please list dates as month/day/year.

Employed From / /	Employer Name	Supervisor Name	Starting Salary
Employed Until / /	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	
Duties & Responsibilities			

Employed From / /	Employer Name	Supervisor Name	Starting Salary
Employed Until / /	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	
Duties & Responsibilities			

If you have received any formal training as a teacher, please supply details below.

## TEACHING CONCEPTS

Answer ONE of the following questions in the space provided.

- How would you get students talking in class?
- What are some of the reasons for and against teaching grammar rules?
- How important are listening and reading skills when learning a foreign language?



## TEACHER TALK

Rephrase the following “teacher talk” in language that an elementary learner might understand.

- “If you wouldn't mind opening your books to page 23, please.”



- “What might you ask someone if you wanted to find out how to get to the post office?”



- “Jot down the answers and then swap with your neighbor.”



## LANGUAGE AWARENESS

- Please describe the form and function of the following language:

Q: “Would you like some tea?”

A: “Yes, I would, thank you very much.”



## GENERAL

Yes No

- May we contact your current employer for references?
- If hired, will you be able to work overtime?
- Will you be able to perform the essential job functions for the position you are applying for with or without reasonable accommodation?
- Have you ever been convicted of a crime? (A “yes” response does not automatically disqualify your application.)

## CERTIFICATION & AUTHORIZATION

The above information is true and correct. I understand that, in the event of my employment by AMIDEAST, I shall be subject to dismissal if any information that I have given in this application is false or misleading or if I have failed to give any information herein requested, regardless of the time elapsed after discovery.

I authorize AMIDEAST to inquire into my educational, professional, and past employment history references as needed to research my qualifications for this position. I hereby give my consent to any former employer to provide employment-related information about me to AMIDEAST and will hold AMIDEAST and my former employer harmless from any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information.

I hereby acknowledge that I have read and agree to the above statements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date