

# **Recruitment of Foreign Teaching Adviser for ELTA (English Language Teaching Assistantship) in Kaohsiung English Teaching Resource Centre of Kaohsiung City Education Bureau**

## **Eligibility:**

### **1. Language:**

The official language or common language indicated on the person's passport must be English; the official language and common language corresponding to each country shall be determined by the Ministry of Foreign Affairs.

### **2. Academic Degree:**

The person must at least hold a bachelor's degree or higher from an accredited university or independent college. The list of the accredited universities or independent colleges is limited to those enumerated on the "Database of the Reference List of Foreign Universities by Ministry of Education."

### **3. Teaching Qualification:**

The person must have a teaching qualification and/or a valid teaching license; however, the said qualification must indicate that the person is qualified to teach English in the country that issued their qualifications.

### **4. Teaching Experience:**

The person should **have 10 years** or more of practical experience in teaching English as a subject, either domestically or abroad.

### **5. Relevant Experience**

I. The person should have experience in assisting in organizing English teaching activities or participating in a bilingual program, and should have achieved a good result thereof.

II. Teaching experience in any **public or private** schools will be considered, regardless of teaching in any education level.

### **6. Others**

I. The person should have certain personality traits, such as service enthusiasm, teamwork spirit, or good communication skills.

II. The person should be familiar with the ELTA program and the TFETP program.

## **Responsibilities:**

1. The person shall instruct the English Language Teaching Assistants (ELTAs) in English teaching skills.
2. Convene the Contact and Consultation Meeting every month: The English Teaching Resources Center shall hold the Contact and Consultation Meeting with the regional host universities which run the ELTA program every month, in order to follow up on the collaboration status between the schools and ELTAs and provide timely feedback.
3. Consultation Project: Where appropriate, the person shall intervene to help an ELTA whose conduct is unsatisfactory or is underperforming in their said duties; if such an unsatisfactory performance fails to be improved after intervention, the person shall report to the regional host university for the evaluation of contract termination.
4. The person shall assist in administrative affairs (such as calculation of the seniority of Foreign Teachers) that involve other Foreign English Teachers and Foreign English Teaching Assistants who were recruited through other programs, subsidized by the Ministry of Education.
5. The Foreign Teaching Adviser shall also perform actual teaching activities.

## **Work Location:**

Kaohsiung English Teaching Resource Centre (Cao Gong Primary School at No. 6, Caogong Rd., Fengshan Dist., Kaohsiung City)

## **Period of Contract:**

The term of employment will commence from the actual date the Adviser reports to the school until 31<sup>st</sup> July 2023. The term of probation shall be **three (3) months** commencing from the employment/payment starting date.

## **Salary and Benefits:**

### **1. Monthly Salary (Dependent on teaching experience)**

The salary is based on the Adviser's highest education level and years of teaching experience.

- **Holders of a bachelor's degree: from NT\$ 78,240**
- **Holders of a master's degree: from NT\$ 87,110**
- **Holders of a doctoral degree: from NT\$ 91,600**

### **2. Benefits**

Airfare Allowance, Housing Allowance, Performance Bonus, Overtime Pay, Health Insurance, and Labor Insurance

\*Note: Employment conditions will be based on the employment contract.

### **Interview:**

3 to 5 candidates will be shortlisted by Kaohsiung City Government. Interviews will be conducted by the Ministry of Education and one successful candidate will be appointed.

Kaohsiung City Education Bureau has no rights to determine the recruitment result. Should the top candidate fail to fulfill the appointment, other shortlisted candidates will be considered.

### **How to Apply:**

1. Submit the required documents in a single PDF file by email to the Director of Kaohsiung English Teaching Resource Centre Ms. Betty Wang, [ketr000@tgp.kh.edu.tw](mailto:ketr000@tgp.kh.edu.tw) before the 23<sup>rd</sup> of June, 2022.
2. Documents required:
  - I. Application Form (Appendix 1)
  - II. CV and Statement of Purpose (Appendix 2)
  - III. Passport
  - IV. Degree Certificate
  - V. Valid Teaching Certificate/License and/or Teaching Qualification
  - VI. Proof of Teaching Experience Certificate

*\*Note:* Teaching experiences of less than a year or an invalid teaching license during terms of employment will not be considered.
  - VII. Relevant Documents of Work Experience
  - VIII. Declaration Statement (Appendix 3)

**Application Form**

For Foreign Teaching Adviser for ELTA (English Language Teaching Assistantship) in  
Kaohsiung English Teaching Resource Centre of Kaohsiung City Education Bureau

Name		Sex		Date of Birth	DD /MM /YYYY	ID photo, color, taken in last 6 months (4.5cm*3.5cm)
Passport Number		Highest Educational Degree				
Email						
Mobile Number		Telephone Number				
Employment History	School /Company	Title	Dates	Brief summary of previous work		
Documents Verification	<p>Please provide electronic copies of the documents in the following order <b>in a single PDF file</b>.</p> <ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. CV and Statement of Purpose</li> <li>3. Passport</li> <li>4. Degree Certificate</li> <li>5. Valid Teaching Certificate/License and/or Teaching Qualification</li> <li>6. Prof of Teaching Experience Certificate</li> <li>7. Relevant Documents of Work Experience</li> <li>8. Declaration Statement</li> </ol>					
Qualification Check (for office use only)	<input type="checkbox"/> Qualified <input type="checkbox"/> Not Qualified			Check by _____		

Appendix 2

## CV and Statement of Purpose

For Foreign Teaching Adviser for ELTA (English Language Teaching Assistantship) in  
Kaohsiung English Teaching Resource Centre of Kaohsiung City Education Bureau

<b>Name</b>		<b>Date of Birth</b>	DD /MM /YYYY	<b>Sex</b>	
<b>Education</b>					
<b>Experience</b> <b>(Brief</b> <b>summary of</b> <b>previous</b> <b>work)</b>					
<b>Skills</b>					
<b>Family</b> <b>Status</b>					
<b>Personal</b> <b>Philosophy</b>					
<b>Career Plan</b> <b>and the</b> <b>Objectives</b>					
<b>References</b>	<b>Name:</b> <b>Designation:</b> <b>Email:</b> <b>Tel:</b>		<b>Name:</b> <b>Designation:</b> <b>Email:</b> <b>Tel:</b>		

\*Note: You may write more than one page.

## **Declaration Statement**

To Whom it May Concern,

I, , the applicant for Foreign Teaching Adviser for 2022 Fall& Spring Semester ELTA (English Language Teaching Assistantship) in Kaohsiung English Teaching Resource Centre of Kaohsiung City Education Bureau, agree that if any of the following is found, I have no objection to being deprived of the appointment and shall take full legal responsibility.

1. I do not report to the organization or do not provide the required documents within the prescribed time frame after the appointment.
2. Any information I provided is found to be false or counterfeit.
3. I breach any of the regulations of Civil Service Employment Act Article 28.
4. I am the spouse or third-degree relative by blood or by the marriage of the Head of the organization (by Civil Service Employment Act Article 26)
5. I have been convicted of sexual assault.

Applicant's signature:  
(Digital Signature Acceptable)

Passport Number:

Telephone Number:

**Mobile Number:**

Address:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_(DD/MM/YY)