General Regulations for 2023 Foreign English Teacher Recruitment

Ji-An Elementary School, Hualien County

1. Position

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title | On-board Date | Availability | Notice |
| Foreign English Teacher | July 31st, 2024 | 1 on Official ApprovalSeveral on Waiting List | 1. Participating in English-related affairs of the English Teaching Resource Center as well as English curriculum of the School, and supporting off-campus English teaching if needed.
2. Being able to work with the School on the development of bilingual curriculum programs to July 31st, 2024.
3. Those proficient in IT and Windows, or experienced in handling education-related special projects are preferred.
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B. Conditions & Qualifications:

1. Foreigners under the age of 65 to whom none of the situations stated within Articles 31 and 33 of the *Act Governing the Appointment of Educators*, and that within Articles 14 and 15 of the *Teachers’ Act* pertains are eligible.

2. State-issued Teaching license/Certificate

3. The nationality shown on the passport must be English-speaking countries.

4. In case of falsification or misrepresentation, those who are admitted shall be unconditionally dismissed, and the position shall be given in order to those on the waiting list.

C. Application deadline： August 29th , 2023

September 1st, 2023

September 4th , 2023

D. Credentials & Documents Required:

1. Credentials for Verification

a. Alien Resident Certificate (ARC)

b. Proof of academic qualifications (Degree/Diploma/Certificate) and proof of work experience (if applicable)

c. State-issued and valid teaching license/certificate

2. Documents for Submission

a. Application Form and Assessment Pass (both forms shall be filled in and attached respectively with one passport-size front, bust, and hatless photo taken within recent three months.

b. Photocopies of the abovementioned academic qualifications and the proof of work experience (if applicable)

 c. Photocopy of the abovementioned teaching license/certificate

d. An affidavit addressing the applicant to whom none of the situations stated within Articles 31 and 33 of the *Act Governing the Appointment of Educators*, and that within Articles 14 and 15 of the *Teachers’ Act* pertains.

e. In case of entrusted application, a Power of Attorney shall be submitted with the original ID cards from both the principal and the trustee for verification.

f. Proof of expertise or special performance (if applicable)

g. Three copies of brief autobiography

h. Three copies of Teaching Portfolio (including philosophy behind your teaching, classroom management, teaching experience, etc. if applicable)

※ The original documents submitted will be returned.

E. Location for Application Submission

Personnel Office, Ji-An Elementary School

Address: No. 97, Sec. 2, Ji’an Rd., Ji’an Township, Hualien County

Telephone: (03)8523984#115

F. Procedure

1. Report to the Personnel Office.

2. Recruitment Assessment：

a. Teaching Demonstration

 (1)10-15minutes

(2) Score is based on teaching fluency, content, and classroom management.

b. Oral Assessment:

(1)10-15minutes

(2) Score is based on education philosophy, teaching experience, professional knowledge, communication skills, and appearance.

3. Total Score：Demonstration 50%, Interview 50%

1. Schedule：

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Application | 1st | 2nd | 3rd | Notice |
| Application Day | August 29th, 2023 8:30-10:00AM | September 1st, 2023 8:30-10:00AM | September 4th, 2023 8:30-10:00AM | The application process will end when the positions are filled. |
| Assessment Day | August 29th, 2023 1:30 PM~ exam completed | September 1st, 2023 1:30 PM~ exam completed | September 4th, 2023 1:30 PM~ exam completed | Report to the Personnel Office at 1:50 PMThe interview and the demonstration will be conducted in groups. The assessment will be cancelled if the applicant is called for 3 times within the scheduled exam time but fail to arrive will be disqualified from taking the exam, and they will not be allowed to ask for a make-up exam for any reason afterwards.) |
| Result Announced Day | August 29th, 2023, 6:00 PM | September 1st, 2023 6:00 PM  | September 4th, 2023 6:00 PM | The result will be announced on thewebsites. 1.https://news.hlc.edu.tw/news/teacher2. <http://www.gaps.hlc.edu.tw/>\* The total score less than 80 will not be admitted or taken |
| Result Check | August 29th, 2023 8:00-9:00AM | September 1st, 2023 8:00-9:00AM | September 4th, 2023 8:00-9:00AM | Apply in the Personnel Office with your ARC/APRC. |
| Registration | August 30th, 20238:00-9:00AM | September 4th, 2023 8:00-9:00AM | September 5th, 2023 8:00-9:00AM | Register in the Personnel Office . Contract will be signed at a later date. |

＊Applications disapproved by the Department of Education, Hualien County Government shall be canceled.

# **Application Form**

# **2023 Foreign English Teacher Recruitment**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name |  | Birthday |  |  |  |  |  | photo |
| Gender |  | ARC Number |  |
| CurrentJob |  | Teacher’s Certificate Number |  |
| Address |  | Phone Number | Home： |
|  | Cell phone： |
| Education | 1. |
| 2. |
| 3. |
| WorkExperience |  | School/Company | Position |  | Duration |  | School/Company | Position | Duration |
| 1 |  |  |  | 4 |  |  |  |
| 2 |  |  |  | 5 |  |  |  |
| 3 |  |  |  | 6 |  |  |  |
| SpecialExperience |  |  |  |
| Examination result | valid | invalid | Examiner’ssignature |  | Receiver’ssignature |  |
|  |  |

No.:

# **Admission Ticket**

# **2023 Hualien Ji-An Elementary School Foreign Teacher**

|  |  |
| --- | --- |
| Ticket No.: | Photo |
| Gender: |
| Full Name: |
| Date of Birth: |
| ARC No.: |

※ Location for Recruitment Assessment: Personnel Office, Yi-Chang Junior High School

Address: No. 97, Sec. 2, Ji’an Rd., Ji’an Township, Hualien County

Telephone: (03)8523984#115

※ Participants shall arrive on time and present a valid ARC along with this Assessment Pass.