General Regulations for 2024 Foreign English Teacher Recruitment

Yi-Chang Junior High School, Hualien County

1. Position

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Job Title | Dates Employed | | Availability | Notice |
| Foreign English Teacher | From | To | 1 on Official Approval  Several on Waiting List | 1. Being able to work with the School on the development of bilingual curriculum programs in academic year 2024. 2. Those proficient in ICT and Windows, or experienced in handling education-related special projects are preferred. |
| February 1st  , 2024 | July 31st  , 2024 |

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. Deadlines for Application Submission: February 22nd, 2024

February 24th, 2024

February 26th, 2024

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, Yi-Chang Junior High School

Address: No. 41, Yichang 1st St., Ji’an Township, Hualien County

Telephone: (03) 8520803 #701

F. Procedure

1. Report to the Personnel Office.

2. Recruitment Assessment:

a. Written Assessment (documents): Teaching portfolio containing the philosophy behind your teaching, classroom management, and lesson plans.

b. Oral Assessment (interview):

(1) 10-15 minutes

(2) The score is based on your teaching philosophy, teaching experience, professional knowledge, communication skills.

3. Total Score: Written Assessment 30%, Oral Assessment 70%.

1. Schedule:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Recruitment Assessment | 1st | 2nd | 3rd | Notices |
| Application | 2024/01/22  08:30 ~ 10:00 | 2024/01/24  08:30 ~ 10:00 | 2024/01/26  08:30 ~ 10:00 | The application shall end when there is no position available. |
| Assessment | 2024/01/22  14:00 ~ completion of assessment | 2024/01/24  14:00 ~ completion of assessment | 2024/01/26  14:00 ~ completion of assessment | Report to the Personnel Office at 13:50. The interview and the demonstration will be conducted in groups. Those who fail to present themselves after being called for three times within the scheduled time shall be disqualified, and cannot ask for any makeup assessment for any reason afterwards. |
| Announcement | 2024/01/22  19:00 | 2024/01/24  19:00 | 2024/01/26  19:00 | The result will be announced on the School’s website.  1. https://news.hlc.edu.tw/news/teacher  2. http://www.ycjh.hlc.edu.tw/  \* Those who score under 80 shall not be admitted or put on the waiting list. |
| Score Review | 2024/01/23  08:00 ~ 09:00 | 2024/01/25  08:00 ~ 09:00 | 2024/01/28  08:00 ~ 09:00 | Apply to the Personnel Office with your ARC for score review. |
| Registration | 2024/01/23  08:00 ~ 10:00 | 2024/01/25  08:00 ~ 10:00 | 2024/01/28  08:00 ~ 10:00 | Report to the Personnel Office for registration. You will sign the contract at a later date. |

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

# **Application Form**

# **2024 Foreign English Teacher Recruitment**

No.:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name |  | | | | Birthday | | |  | | |  | |  |  |  | photo | |
| Gender |  | | | | ARC Number | | |  | | | | | | | |
| Current  Job |  | | | | Teacher’s Certificate Number | | |  | | | | | | | |
| Address |  | | | | Phone Number | | | Home： | | | | | | | |
|  | | | | Cell phone： | | | | | | | |
| Education | 1. | | | | | | | | | | | | | | | | |
| 2. | | | | | | | | | | | | | | | | |
| 3. | | | | | | | | | | | | | | | | |
| Work  Experience |  | School/  Company | | Position |  | | Duration | |  | School/  Company | | | | Position | | | Duration |
| 1 |  | |  | | |  | | 4 |  | | | |  | | |  |
| 2 |  | |  | | |  | | 5 |  | | | |  | | |  |
| 3 |  | |  | | |  | | 6 |  | | | |  | | |  |
| Special  Experience |  | | | | |  | | | | | |  | | | | | |
| Examination result | valid | | invalid | | | Examiner’s  signature | | |  | | | Receiver’s  signature | | | |  | |
|  | |  | | |

# **Assessment Pass**

**2024 Foreign English Teacher Recruitment**

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

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

Address: No. 41, Yichang 1st St., Ji’an Township, Hualien County

Telephone: (03) 8520803 #701

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