



English Access Microscholarship Program 2020-2022 (Teacher & Teaching Assistant Recruitment)

U.S embassy in Bangladesh & GEIST International Foundation are excited to announce English Access Microscholarship Program 2020-22. In order to conduct the program GEIST Int' Foundation is looking for teachers from Dhaka & Sylhet. metropolitan area. The selected finalist will get there opportunity to teach in the two-year program called the **English Access Microscholarship Program (Access)** funded by the U.S. Department of State.

Teachers' qualifications may include but are not limited to:

- Holding a university degree(s) with the qualification "English Language Teacher" and at least three years of experience working with students.
- Strong desire and motivation to work with disadvantaged youth.
- Dedication to working with Access students.
- Ability to organize and participate in enhancement and out-of-class activities.
- Willingness to attend professional development and Access Program events organized by the U.S. Embassy/ consulate at home and abroad
- Availability for the weekly number of hours in the afternoons during weekdays or on Saturday mornings.
- Basic knowledge of U.S. society and culture.
- Basic computer skills with Microsoft Office (Word, PowerPoint), an internet browser (Explorer, Firefox, ChromeNetscape, etc.), and e-mail.

Teachers' responsibilities may include, but are not limited to:

- Selecting appropriate American English materials that meet the program objectives.
- Developing a course syllabus that clearly outlines the topics of the classes and expectations of the students.
- Developing and implementing quality lesson plans according to the Access Program objectives.
- Holding classes and conducting enhancement activities in accordance with the schedule and curriculum approved by the Access Provider.
- Designing evaluation materials to properly assess students' progress in accordance with the benchmarks established at the start of the program.
- Conducting student assessments on a regular basis.
- Submitting progress reports according to the schedule established by the Provider.
- Ensuring student portfolios are filed, accessible and frequently updated.
- Monitoring and regularly updating dossiers of the students' attendance and notifying the coordinator of the students' progress through regular written reports.
- Developing, planning, and implementing the enhancement activities according to the Access Program objectives and duties listed above.
- Ensuring the health, safety and welfare of the students during planned classes and activities.
- Seeking to improve methodical and pedagogical skills through participation in seminars, lessons of visiting experienced colleagues, and self-education.

Teaching Assistants' responsibilities may include but are not limited to:

- Assisting teachers in the duties and responsibilities listed above, as required.
- Providing additional assistance to lower-level students, as required.
- Providing supplemental activities for higher-level students who have completed assigned tasks ahead of time.
- Assisting to ensure the course runs smoothly and successfully.

* Teachers who have Access class conduction experience or Access Alumni will get extra preference *

* Dhaka & Sylhet metropolitan are encouraged to apply for the position mentioned *

Online registration link :

Last Date of Registration: **10th November, 2020**



www.geistfoundation.org



info@geistfoundation.org



01689700189. 01711220991