



Head Teacher – Kosrae

Location: Kosrae, Federated States of Micronesia

Reports to:	Program Manager in US office (Cambridge, Mass.)
Scope of Responsibility:	<p>The Head Teacher position is a part-time one-year commitment with responsibilities for the day-to-day management of the WorldTeach program in Kosrae, as well as the ongoing support and oversight of its volunteer participants, and the coordination with the hosting schools and Kosraean Department of Education. The Head Teacher also teaches part time.</p> <p>Head Teachers are responsible for adhering to all WorldTeach policies, standards and procedures as outlined in the most current personnel and field staff manuals, mindful that our highest priority is the safety and well-being of WorldTeach volunteers during the course of their service.</p>

Specific Duties Include:

Administration in Kosrae:

- Administer and coordinate the WorldTeach program in Kosrae by working with Kosraean government officials and departments, in particular with the Kosrae State Department of Education (DOE) as well as with the Program Manager of WorldTeach at the US office in Cambridge, Massachusetts.
- Work with the DOE to implement national educational objectives and specific program goals.
- Assist with communications between US office and Kosraean host/partner institutions.
- With the US office, negotiate the contract between WorldTeach and the Kosrae State DOE for the upcoming academic year
- Establish and maintain a WorldTeach office in Tofol, likely in your apartment, and obtain necessary supplies, phones, internet connections, etc.
- Work with the US office, write thorough annual reports, including financial reports and the results of surveys of schools using WorldTeach volunteers, for the Department of Education and copy the US office.

Volunteer Placements:

- Under the direction of the DOE arrange teaching placements for volunteers in the selected school(s), working with local school principals and the DOE, and other school and community officials and leaders.
- As necessary, visit new teaching sites to assess school and volunteer accommodations for appropriateness.

Support for Volunteers:

- Provide support and encouragement to volunteers during the duration of the program, and help with emergency issues when they arise, such as health issues, placement issues, communication, and other support issues.
- Respond to emergencies and notify U.S. Duty Officer and emergency assistance provider in crisis situations.

- Conduct a check-in with each volunteer weekly.
- Establish full-time emergency cell phone access for volunteers to the Head Teacher.
- Observe each volunteer in the classroom to provide feedback once during the program, preferably early in the second quarter of the academic year. According to each volunteer's needs, follow-up sessions may be arranged.
- Write recommendations for volunteers following their service.

Administration of Training:

- Plan and direct the logistics of Orientation trainings, including transportation, housing, meals, training materials, classes for practice teaching, activities, trips, etc.
- Hire and supervise project-oriented temporary staff, e.g. WorldTeach volunteers staying to help with orientation, language and culture teachers, as budget allows.
- Plan and implement a mid-year conference (2 day) where volunteers gather to discuss issues related to teaching, WorldTeach's mission and progress in Kosrae, and other concerns, as well as filling out forms needed by the main office. At this time the Head Teacher will also coordinate the updating of the Living and Teaching Guide, with the assistance and input of the volunteers.
- Plan and implement an end-of-service (1-2 days) session for volunteers to review and wrap up the year and collect any final in-country information required by the WorldTeach main office.
- Plan the next year's orientation as far as possible before departing Kosrae at the end of the program. Help the incoming Head Teacher plan the next orientation and find host families for the incoming volunteers during orientation. Share all relevant materials with the incoming Head Teacher and be available to answer questions and provide advice about the job.

Finances:

- Oversee the receipt of payments to WorldTeach from the Kosraean government.
- Oversee the stipend payments to the volunteers and the host families.
- Maintain a bank account and coordinate all money transfers between the Kosraean government and WorldTeach and between WorldTeach Kosrae and the US office, as directed by the US office.
- Provide input into the budget of your program, submitting first iteration of budget. Insure that the program stays on budget.
- Submit monthly expense and income reports to the U.S. office in a timely manner, in general by the 15th of the following month.

Administrative Reports to the U.S. Office:

- Provide weekly reports to Program Manager in the U.S. office, including a summary of contacts with each volunteer.
- Assist in revising literature designed for future program applicants and participants, including
 - The website sections on the Kosrae
 - Orientation "Cookbook"
 - "Welcome to Kosrae"
 - "Living and Teaching in Kosrae"
- Gather from volunteers quotes, stories, writings, photos, etc. that can be used in the above-listed literature and publicity used by WorldTeach.
- Work with Program Manager to make recommendations for improvements in programs and procedures.

Teaching:

- Teach a reduced load at an assigned school (likely Kosrae High School)

Miscellaneous:

- Assist the Kosraean DOE with special projects as time allows after fulfilling responsibilities to the WorldTeach volunteer program. Maintain a good rapport with the DOE.

Preferred Qualifications:

<ul style="list-style-type: none">• Familiarity with international volunteer programs, esp. WorldTeach and Peace Corps, given strongest preference• Bachelors Degree required• Comfortable working in cross-cultural environments.• International work/travel experiences• Knowledge of Kosre or another Pacific Island• Teaching experience, preferably in ESL• Project management/coordination experience, including financial management, interfacing with government/education leadership	<ul style="list-style-type: none">• Group facilitation or training experience• Ability to work independently and manage multiple tasks• Basic computer literacy (Word, Excel, e-mail)• Commitment to excellent volunteer service & support• Flexibility and a sense of humor• Excellent judgment and ability to function effectively in crisis situations• Commitment to WorldTeach mission and values
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Terms:

The Head Teacher salary starts at US \$650 a month (\$500 for your part-time administrative work for WorldTeach, \$150 for your part-time teaching position). Housing will be provided. Health insurance (through the WorldTeach group insurance policy) will be provided for the term of the position. The Head Teacher will receive 15 days of paid leave per year in addition to 11 paid holidays (local and/or American). WorldTeach will cover a one-way air ticket from your home town to Kosrae and a one-way return air ticket from Kosrae to your home town upon successful completion of contract. In-country travel for program purposes will be covered by WorldTeach. Training will be provided remotely by the US office as well as in-country by the outgoing field staff.

The minimum duration of this position will be from the beginning of June 2012 until mid-June 2013, with possibility for extension pending review. All WorldTeach positions are subject to a three-month probationary period, concluded with a performance review.

To Apply:

Please submit a cover letter and resume to jobs@worldteach.org by **Monday, March 5, 2012** and include the words "Kosrae HT" in the subject line. Applications will be reviewed in the order in which they are received, and the position may fill before the deadline.