

Assignment Description

Second Language Acquisition Advisor

Employer	Palau Community College (PCC)
Location:	Koror, Palau
Background	<p>Palau Community College (PCC) was founded in 1969 as a two-year post-secondary vocational/technical institution. It grew out of a trade school that had its beginning in 1927 during the Japanese administration prior to World War II. PCC began with a small group of students enrolled in one vocational program on a campus with limited physical facilities. It was known at that time as Micronesian Occupational Center.</p> <p>The expansion of vocational education resulted from such factors as a growing political awareness, articulation among the states/republics of Micronesia, and a greater commitment to educational and economic development by the United States of America. Funding permitted the addition of facilities and staff so that by 1976, training programs were provided in more than twenty specific vocational areas grouped into ten trade clusters. The goal of a post-secondary institution for vocational education to prepare students with necessary skills and knowledge needed in a developing and expanding economy has not changed through the years.</p> <p>On March 19, 1993, the Republic of Palau President signed into law RPPL No.4-2, known as Higher Education Act of 1993, establishing Palau Community College as an independent college with its own governing board. On April 2, 1993, Micronesian Occupational College officially became Palau Community College. The College has been accredited by the Western Association of Schools and Colleges (WASC) for the last 31 years.</p> <p>This assignment is aligned with the Government of Australia's partnership agreement with the Government of Palau. The Republic of Palau has a strong record on education and is on track to meet education targets under the Millennium Development Goals. However implementation of the Palau Education Plan 2006 – 2016 (under the National Master Plan) is increasingly constrained by limited financial resources, with domestic funding only paying salaries, all other priority capital and development works must be sourced from donor funding.</p> <p>This is now impacting directly on investments in teacher training and in-service skills development, which has seen the number of highly qualified teachers decrease in recent years. Increasingly, suitable qualified teachers are being sourced from elsewhere in the region and there is concern that hard-won education outcomes will come under threat in the future if greater attention is not placed on the quality of teaching and teachers. This includes ensuring the teaching workforce has the appropriate teaching qualifications.</p> <p>Improving the quality and coverage of pre-service and in-service training for elementary level teachers is a key to improving the quality of teacher staff and positively influence</p>

	<p>teaching and learning outcomes at all levels. The Partnership will assist the Palau Community College to develop and implement appropriate strategies to improve the qualifications and quality of teaching staff.</p> <p>At a higher level the Partnership aims to ensure that 80% of the teaching workforce have the minimum professional qualification of an Associate Degree by 2015 and that by 2013, 20 teacher trainees have completed an Associate Degree for entering the teaching profession. Reporting to the Dean of Academic Affairs this position will be based within the PCC and will work in partnership with the Ministry of Education. The role is focused on building the capacity of the current teaching staff, particularly in relation to ESL, in addition to working to develop the capacity of the 20 teacher trainees to enter the Ministry of Education as Secondary school teachers.</p>
Assignment objectives	<ul style="list-style-type: none"> • To improve the quality of second language teaching and learning at PCC and schools • To improve communication and cooperation between PCC, MOE and private sector • To improve regional understanding of Teaching English to Speakers of Other Languages (TESOL) best-practices
Length of assignment:	The assignment will commence from 2011 for a twelve month period. There is possibility for an extension based on PCC requirements and funding available.
Reports to:	Dean of Academic Affairs, PCC
Duties and responsibilities:	<ul style="list-style-type: none"> • Work with national counterpart and other relevant stakeholders to design, resource, trial, evaluate and revise a practical and participatory pre and in-service TESOL certificate course using communicative, student-centred, active learning teaching methodology • Develop and implement appropriate strategies to improve the quality of the teacher workforce • Develop, adopt and adapt international teaching and student learning resources • Model and disseminate good practice ESL teaching and assessment strategies • Work with PCC to facilitate the accreditation and incorporation of the TESOL certificate program as a new strand in existing Associate Degree of Education • Work with national counterpart and other relevant stakeholders to identify then train PCC and MOE teacher trainers to deliver pre and in-service TESOL certificate course and Associate Degree modules • Work with national counterpart and other relevant stakeholders to facilitate the roll-out in Palau of TESOL certificate professional development workshops for existing teachers of English as a second language • Work with national counterpart to facilitate the establishment of a Palauan Language Teachers' Association • Invite stakeholders from across the education sector to simultaneously attend and participate fully in TESOL related professional development workshops • Work as directed by PCC President to facilitate regional cooperation in relation to improving second language acquisition teacher professional development • Develop and regularly use systems for tracking progress in increasing the ESL proficiency of PCC staff and students • Provide a report to AusAID through Australian Volunteers International detailing the work plan approximately 8 weeks after commencing in the position; • Provide progress reports and a completion report to AusAID through Australian Volunteers International on implementation of the above • Carry out other duties as requested

Selection Criteria	<p>Qualifications</p> <ul style="list-style-type: none"> • Masters in Second Language Acquisition or Degree in Elementary Education with ESL focus <p>Skills and Experience</p> <ul style="list-style-type: none"> • Current relevant experience in ESL in a senior management capacity • Demonstrated experience in ESL curriculum development • Significant professional experience working as an elementary school teacher • Relevant professional contributions to both strategic and operational levels within an educational institution • High degree of flexibility and adaptability that has been demonstrated in the successful implementation of new educational programs • Background in assessment • Experience in the delivery of English in vocational settings • Understanding of the principles of capacity development and applicability to different contexts • Ability to tailor work to environments that may be resource poor • Previous experience living and working in a developing country (particularly in the Pacific or small island states) is desirable but not essential <p>Personal attributes</p> <ul style="list-style-type: none"> • Respect for diversity • High level interpersonal, leadership, representation and communication skills • Commitment to team work, coaching and mentoring other people • The ability to live and work in a new cultural setting • Ability to cope with cultural isolation and a standard of living that may be different • Patience and tolerance • A preparedness to work with limited resources within a challenging environment
Remuneration:	<ul style="list-style-type: none"> • The employee will receive a supplementary allowance of AUD\$125,00 per annum will be provided to the employee by AusAID via Australian Volunteers International • The employee and accompanying dependents, where applicable, will be provided with airfares at the commencement and completion of the placement, plus basic travel insurance and emergency evacuation insurance • An additional allowance of AUD\$7,800 per annum for each accompanying dependent child (up to a maximum of two) • An establishment allowance of at least AUD\$7,200* will be provided to assist with pre-departure medical, vaccinations, relocation costs, passport fees and costs of setting up in-country • A return allowance of at least AUD\$2,400* to assist with the return transportation of goods to home and return medical/s will also be provided <p>*Allowance will vary depending on whether employees are single or accompanied.</p>
Accommodation and utilities	<ul style="list-style-type: none"> • Accommodation and transport will be provided by the employer • Utilities (gas, electricity, water and telephone) are at the expense of the employee
Work hours/days	<ul style="list-style-type: none"> • Official work hours are 8.00am – 5.00pm Mon-Fri (some classes are after hours or at weekends) • Sick leave provision for PCC employees is 5 hours per pay period • Annual leave provision for PCC employees is 5 hours per pay period • In addition Palau observes a number of public holidays
Additional information	<ul style="list-style-type: none"> • Employees and any accompanying dependents will take part in a pre-departure briefing run by Australian Volunteers International in Melbourne; • Additional support will be given to the employee by Australian Volunteers International's Melbourne based PACTAM Project coordinator for Palau. Apart from communications via letter, email, telephone and fax, the PACTAM Project coordinator

	<p>will meet at least once with the employee in country</p> <ul style="list-style-type: none"> • Confirmation of appointment is subject to: <ul style="list-style-type: none"> ➢ <i>Formal approval from AusAID and the employer</i> ➢ <i>Procurement of visa and work permits</i> ➢ <i>A satisfactory medical examination for the applicant and accompanying dependants</i> ➢ <i>A satisfactory criminal record check by the Australian Federal Police for the applicant and all accompanying adults</i> • Professional Indemnity insurance will be discussed at interview
Background	<ul style="list-style-type: none"> • Australian Volunteers International is an Australian based non-government aid agency primarily involved with the provision of technical assistance to developing countries. • The PCC has asked for assistance in recruiting and supporting the above position through the Pacific Technical Assistance Mechanism (PACTAM). • PACTAM is funded by the Government of Australia through its official Aid Agency, AusAID, and is managed by Australian Volunteers International. • PACTAM places skilled personnel to work with Host Organisations within the Pacific Region to assist in meeting their human resources needs, and to respond to emerging development needs.
Applications	<p>This assignment description contains information AVI has obtained from the employer at this point of time and is subject to change.</p> <p>Applications are preferred via our on-line application form. If you are applying by email, please type the position number in the subject line of your message.</p> <p>In your cover letter, please address the selection criteria outlined in the assignment description. A current curriculum vitae, including the names and contact details of one personal and two professional referees and copies of your formal qualifications should also be attached. Referees will not be contacted without prior consent.</p> <p>Posted applications should be addressed to:- Recruitment Services Australian Volunteers International PO Box 350 Fitzroy VIC 3065 Fax: (03) 9419 0976 E-mail: recruit@australianvolunteers.com</p> <p>Australian Volunteers International is strongly committed to protecting the rights of children. We adhere to laws in Australia and foreign countries regarding child exploitation and support Childwise and ECPAT International.</p>