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International Leaders in Education Program (ILEP)

A program of the Bureau of Educational & Cultural Affairs (ECA),
U.S. Department of State, and implemented by IREX

APPLICATION MATERIALS

The U.S. Department of State and IREX (the International Research & Exchanges Board) announce an open competition for secondary-level teachers of English as a Foreign Language, social studies, civics, mathematics and science for the International Leaders in Education Program (ILEP). ILEP will bring outstanding secondary teachers from the Near East, South Asia, and Southeast Asia to the U.S. for a five-month professional development program that seeks to:

- Enhance teachers' expertise in their teaching discipline and equip them with a deeper understanding of best practices in teaching methodologies, lesson planning, and the use of technology in teaching.
- Create among educators a more nuanced understanding of the U.S.
- Develop productive and lasting relationships and mutual understanding between U.S. and international teachers and their students.
- Contribute to improving teaching in participating countries by preparing participants to serve as teacher leaders, who upon returning home will apply and share their experience and skills with their peers and students.

Please return completed applications to:

U.S. EmbassyAlgiers, Algeria
5 Chemin Cheikh Bachir El Ibrahimi, El Biar, Algiers
Email: ouhenianx@state.gov.
Contact Person: Nadia Ouhenia, Cultural Affairs Assistant

DEADLINE: 5:00 p.m., May 2, 2010

IREX

International Leaders in Education Program (ILEP)
Program Application for International Teachers

NAME: _____

CITY, COUNTRY: _____

PROGRAM OVERVIEW

The International Leaders in Education Program (ILEP) will provide 52 teachers from the Near East, South Asia, and Southeast Asia with unique opportunities to develop expertise in their subject areas, enhance their teaching skills and increase their knowledge about the United States. The program will consist of a semester-long academic program at a U.S. university, including coursework and intensive training in teaching methodologies, lesson planning, teaching strategies for their home environment, and teacher leadership, as well as the use of computers for Internet, word processing and as tools for teaching. The semester-long program will also include an internship at a secondary school to engage participants actively with American teachers and students. Trips to U.S. cultural sites and academic support will be provided for participants throughout the program.

ABOUT THE BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS, U.S. DEPARTMENT OF STATE

The Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State fosters mutual understanding between the people of the United States and the people of other countries around the world. ECA does this through a wide range of international exchanges as authorized by the Mutual Educational and Cultural Exchange Act of 1961, as amended. ECA works in close cooperation with U.S. Embassies overseas to promote personal, professional and institutional ties between private citizens and organizations in the United States and abroad.

U.S. EMBASSY ALGIERS, ALGERIA

5 Chemin Cheikh Bachir El Ibrahimi, El Biar, Algiers

ABOUT IREX (INTERNATIONAL RESEARCH & EXCHANGES BOARD)

IREX is an international nonprofit organization providing leadership and innovative programs to improve the quality of education, strengthen independent media, and foster pluralistic civil society development.

Founded in 1968, IREX has an annual portfolio of $50 million and a staff of over 500 professionals worldwide. IREX and its partner IREX Europe deliver cross-cutting programs and consulting expertise in more than 50 countries.

PROGRAM DATES

May 2, 2010: Application deadline
September 2010: Notification of program finalists
January – May 2011: Program in United States

ELIGIBILITY REQUIREMENTS

Applicants must:

- Be secondary-level, full-time teachers with five or more years of classroom experience in disciplines including English as a Foreign Language, social studies, civics, mathematics and science;
- Be citizens of Algeria;
- Have English-language proficiency in written and spoken English;
- Continue teaching for at least five years after completion of the program; and
- Have submitted a complete application.

Applications not meeting the above technical eligibility requirements will not be forwarded to the selection committee.

Current IREX employees and consultants and their immediate family members (spouses, parents, children, and siblings) are not eligible to compete in any IREX-implemented grant programs, either as individuals or as the responsible party representing an institutional applicant. IREX does not discriminate against grant applicants because of race, color, religion, sex, age, national origin, disability or any other protected characteristic as established by U.S. law.

IREX reserves the right to verify all of the information included in the application. In the event that there is a discrepancy, or information is found to be false, the application will immediately be declared invalid and the applicant ineligible.

FINANCIAL PROVISIONS OF THE FELLOWSHIP

- J-1 visa support;
- A pre-departure orientation held in participant's home country;
- Round-trip airfare to and within the U.S.;
- A Welcome Orientation in Washington, D.C.;
- Academic program fees;
- Housing (generally shared with other program fellows);
- Accident and sickness insurance;
- A daily allowance for meals and incidentals during the university academic program;
- A laptop computer;
- A $200 book/professional development allowance;
- A Closing Seminar in Washington, D.C.;
- A $100 excess baggage/shipping allowance; and
- The opportunity to apply for collaborative grants with U.S. colleagues.

SELECTION PROCESS AND CRITERIA

ILEP Fellows will be selected through a merit-based open competition. After the deadline, U.S. Embassy Algiers staff in the applicants' home countries will review all eligible applications. Top candidates will be interviewed by a panel set up by the U.S. Embassy Algiers, and will take the TOEFL (Test of English as a Foreign Language) examination and/or another English-language proficiency exam at the U.S. Embassy or an alternate location in their country. An independent, U.S.-based selection committee will conduct a final review of applicants with top interview and English-language proficiency scores. All applicants will be notified of their status within four months of the application due date. The U.S. program will take place from January – May 2011.

Selection Criteria (not in order of importance):

- Professional and educational experience and achievements;
- Demonstrated commitment to teaching in the field of secondary education;
- Demonstrated leadership potential;
- English language skills adequate to live, study, and function independently in the U.S.;
- Preparedness (including maturity and flexibility) for an intensive U.S.-based training program; and
- Ability to express ideas clearly and effectively.

Applicants who have had few or no opportunities to travel to the U.S. will be given priority.

GENERAL APPLICATION INSTRUCTIONS & SUBMISSION GUIDELINES

- Please answer **all** questions on the application.
- Please type or print in black ink.
- If a question does not apply to you, enter N/A (not applicable).
- Include your full, legal, family name (surname) first as spelled on your passport (if available) or other photo identification.
- Include complete contact information (including zip codes for all addresses and city codes for all phone and fax numbers if available).
- Write your full name, city, and country in the top right corner of each page.
- You may attach additional pages if necessary to answer the questions completely.
- Completed applications must be submitted to the U.S. Embassy Algiers no later than **May 2, 2010, 5:00pm**. Late or incomplete applications will not be considered.

RECOMMENDATIONS AND INSTITUTION SUPPORT FORM

All applicants must include:

- One completed recommendation form from a person who is familiar with your professional work. Recommendations may be from colleagues or supervisors. Recommendations must be submitted with the application. Recommendations submitted separately will not be accepted. A family member may not write the recommendation.
- An Institution Support Form completed by the director of the school for which you are employed. This form will confirm that the school supports your participation in this program.

The same individual may complete the recommendation form and institution support form so long as that person is the head or chair of the school for which the applicant is employed.

Applicants must submit the original application and four complete copies (for a total of five copies). Each copy of the application should be submitted in the following order:

1. Application,
2. Curriculum vitae (see sample format attached),
3. Statement of purpose,
4. Completed recommendation form and letter as well as completed institution support form, and
5. A copy of your passport (or photo identification).

Each complete application should look identical and be stapled. No other form of binding is permitted.

NAME: _____

CITY, COUNTRY: _____

(**This is a sample CV only – Please do not include sample in submitted application)**

Name
Address
Phone
Email

PROFESSIONAL EXPERIENCE

Institution, City, State
Job Title, Date begun-Date finished
- Job Duty
- Job Duty
- Job Duty

Institution, City, State
Job Title, Date begun-Date finished
- Job Duty
- Job Duty
- Job Duty

EDUCATION

Name of University, Location
Degree Earned, Graduation Date
- Awards or Honors

Name of University, Location
Degree Earned, Graduation Date
- Awards or Honors

PROFESSIONAL SKILLS

Languages:
Computer:
Other:

COMMUNITY AND VOLUNTEER ACTIVITIES

Organization, Position, Date begun-Date finished

NAME: _____

CITY, COUNTRY: _____

Attach passport-sized photo here **(Photo must have been taken within the last year. Please write your name on the back.)**	**International Leaders in Education Program (ILEP) Application** **A program of the Bureau of Educational & Cultural Affairs (ECA), U.S. Department of State, and implemented by IREX**

DEMOGRAPHIC INFORMATION:

1. NAME (as in official documents): _____
(Family Name) (First Name) (Middle Name)

2. COUNTRY OF CITIZENSHIP: _____

3. COUNTRY OF LEGAL RESIDENCE: _____

4. PLACE OF BIRTH: _____
(City or Town) (Country)

5. DATE OF BIRTH: _____
(Month) (Day) (Year)

6. GENDER: ☐ Male ☐ Female

7. HOME ADDRESS: _____
(Street) (Apartment)

_____
(City, Country) (Zip Code or Index)

Home Telephone: _____ Mobile Telephone: _____

E-mail Address: _____

8. WORK ADDRESS: _____
(Name of Institution)

_____
(Street) (Apartment)

_____
(City, Country) (Zip Code or Index)

Telephone: _____ Fax: _____

E-mail Address: _____

NAME: _____

CITY, COUNTRY: _____

9. EDUCATIONAL BACKGROUND: Please list below information concerning your educational background.

Name of Institution	Specialization	Degree/Certificate Awarded	Year

10. ADDITIONAL EXPERIENCE AND ACTIVITIES: Please tell us what activities you have pursued, in the past five years, to maintain your professional training. Include those items that you believe will give us an example of your current contribution to the educational system and your future potential. For example, list professional organizations of which you are a member, or any relevant work in your community or volunteer activities that you have been a part of. Please emphasize collaborative and leadership activities and restrict your response to the space provided below.

NAME: _____

CITY, COUNTRY: _____

11. FORMAL STUDY OF ENGLISH: Please provide the following information regarding your study of English.

Native Language: _____

	Dates	Months per year	Hours per week
University			
Private study			

12. CURRENT ENGLISH TRAINING: Describe what you are doing now or plan to do to increase your English language proficiency. Please limit your response to the space provided below.

13. WORK HISTORY: Please list below your work history for the last 5 years. If you need additional space, attach a sheet of paper using the same format.

Total number of years teaching/working in your profession: _____

Current Primary Work

Name of Employer: _____

Position/Title: _____

Length of Employment: _____

Grade Level Currently Teaching and Age Range of Students: _____

Duties: _____

NAME: _____

CITY, COUNTRY: _____

Current Secondary Work

Name of Employer: _____

Position/Title: _____

Length of Employment: _____

Grade Level Teaching (if applicable) and Age Range of Students: _____

Duties: _____

Previous

Name of Employer: _____

Position/Title: _____

Length of Employment: _____

Grade Level Taught and Age Range of Students: _____

Duties: _____

Previous

Name of Employer: _____

Position/Title: _____

Length of Employment: _____

Grade Level Taught and Age Range of Students: _____

Duties: _____

NAME: _____

CITY, COUNTRY: _____

14. Lesson Planning and Teaching Experience: Please describe a typical lesson that you have conducted in your subject area. Please describe a) how you planned the lesson; b) class activities that you conducted with the students to achieve your lesson goals as well as how you motivated and engaged your students; c) techniques that you used to asses the students' understanding. If you need additional space, please attach a sheet of paper.

NAME: _____

CITY, COUNTRY: _____

15. Sample Daily Schedule: Please complete the following chart, providing an example of your schedule on a typical teaching day. If you have other responsibilities besides teaching, please identify those below as well.

Time of Class/ Other Responsibility	**Title of Class/ Responsibility**	**Brief Description of Class/Responsibility (if class, identify grade level, number of students in class, and student ages)**
9am – 10am	Intermediate English	11th grade course focusing on English literature and oral communication. 43 students aged 16 – 17.
10:15am – 11:15am	Teacher Training	Train junior teachers in lesson planning and teaching strategies.

EXAMPLES

16. School Demographic Information: In the table below, please provide information about your school.

Type of school:	☐ Public (state-run) ☐ Private
Number of students:	_____
Number of teachers:	_____
Grade levels in the school (e.g. 1-12):	_____
Student/teacher ratio:	_____
Amount of fees charged to students:	_____

17. Are you currently applying to any other U.S.-sponsored educational programs for the 2009 year?

☐ Yes ☐ No

☐ If yes, please specify which program:_____

Name of sponsoring organization:_____

18. Have you previously traveled on a U.S.-Government sponsored exchange program?

☐ Yes ☐ No

☐ If yes, please specify which program:_____

NAME: _____

CITY, COUNTRY: _____

Name of sponsoring organization:_____

Program dates:_____

19. STATEMENT OF PURPOSE: The statement of purpose is the most important part of your application for the International Leaders in Education Program (ILEP) and will be read closely by members of the selection committee. Your response gives the selection committee an opportunity to understand you better as a person and to appreciate the value of your ideas, goals, and reasons for applying to the program. This section of the application is the only opportunity that you have in this stage of the competition to provide a picture of yourself that goes deeper than a simple list highlighting your experience, education, and accomplishments. Thus, we urge you to think carefully through your response before beginning to write. Responses should be properly thought out and developed. Responses written in illegible handwriting will not be considered.

On a separate piece of paper, please type or write a Statement of Purpose, in no more than 1500 words, answering the following questions:

1. Why did you become a teacher? Were you involved in another profession before teaching, and if so, why did you switch careers? Are you currently involved in a secondary profession in addition to teaching, and if so, how do you balance the two careers?

2. What are your long-term goals and how will participating in this program bring you closer to accomplishing your goals?

3. Based on your experience as a secondary-level teacher, what are some of the critical issues facing secondary education in your country? How would participation in this program help you to overcome these challenges?

NAME: _____

CITY, COUNTRY: _____

IREX PRIVACY POLICY & APPLICATION CERTIFICATION STATEMENT

Your privacy is important to IREX. That is why we request that all applicants read the following privacy policy statement carefully.

1. APPLICANT AND PARTICIPANT INFORMATION CONTENT AND STORAGE
Information about program applicants and current and past participants consists of data contained in their applications, information derived from interviews, and information gathered during the course of their program and as program alumni. IREX stores this information in written and electronic form indefinitely. Some data, such as contact information and professional experience, is continually updated.

2. USE OF INFORMATION: Information, which is described above, may be:

A. Used by selection committees and interviewers to review applicants;
B. Supplied to the program's funding organization;
C. Submitted to potential host schools, universities, or organizations and/or organizations that provide internship opportunities; and
D. Used for the evaluation of an individual's participation in the program and in the collection of data for general program evaluation by IREX, funding agencies or other organizations contracted to conduct evaluations.

IREX does not sell applicant or current/past participant information.

The principles stated herein are binding only to IREX; other organizations involved in the implementation of these programs may adhere to other privacy or similar policies.

3. CERTIFICATION: I certify that I completed this application myself, without any aid or assistance, that the information given in this application is complete and accurate, and that I have carefully read and understand all notes and disclaimers provided therein.

I understand that IREX reserves the right to verify all the information listed in the application. I understand that giving false or misleading information in the application will result in exclusion from the competition or immediate dismissal from the International Leaders in Education Program.

Also, I acknowledge that I am aware of the following requirements that I must observe if I am selected for the program:

- I must abide by all program rules and regulations and observe all the laws of the United States during my stay there, including returning to my home country for at least two years at the conclusion of the program in compliance with J-1 visa requirements.
- The medical insurance provided to me during my travels is intended only for emergencies and does not cover ordinary, pre-existing, and dental conditions.
- My spouse, children, other relatives or individuals are not permitted to accompany me to the United States on the program.

Signature of Applicant Date

NAME: _____

CITY, COUNTRY: _____

REFERENCE FORM

This reference form must be written by a colleague or supervisor familiar with the applicant's academic and professional work. All recommendations must be signed.

TO BE COMPLETED BY THE APPLICANT:

Name of Applicant: _____ City & Country: _____

Name of Evaluator: _____ Title of Evaluator: _____

Work Institution of Evaluator: _____

Work Address of Evaluator: _____

Work Telephone of Evaluator: _____ E-mail: _____

TO BE COMPLETED BY THE EVALUATOR:

1. How long have you known the applicant? _____

2. In what capacity have you known the applicant? Please check all that apply.

   ☐ Teacher/Professor
   ☐ Employer or Job Supervisor
   ☐ Other (please specify) _____

3. Please compare the applicant with others you have known in your professional field in terms of the characteristics below:

	Excellent	Good	Fair	Poor
• Knowledge of the field of study	☐	☐	☐	☐
• Intellectual ability	☐	☐	☐	☐
• Resourcefulness & initiative	☐	☐	☐	☐
• Creative & independent thinking	☐	☐	☐	☐
• Adaptability to new situations	☐	☐	☐	☐
• Seriousness of purpose	☐	☐	☐	☐
• Interpersonal skills	☐	☐	☐	☐
• Leadership skills	☐	☐	☐	☐

4. Please choose one of the following:

   ☐ Recommend with confidence
   ☐ Recommend
   ☐ Recommend with reservation
   ☐ Do not recommend

NAME: _____

CITY, COUNTRY: _____

5. On a separate sheet of paper, please provide a candid evaluation of the applicant's qualifications for participation in this program. Your statements will be given careful consideration by the selection panels reviewing this application. Therefore, your comments should be as complete and as detailed as possible.

6. May we contact you regarding this recommendation? ☐ Yes ☐ No

I hereby confirm that the answers on this form are my own and represent my professional opinion of the applicant.

_____

Signature of Evaluator Date

NAME: _____

CITY, COUNTRY: _____

INSTITUTION SUPPORT FORM

This institution support form must be completed by the head or chair of the school for which the applicant is employed. All institution support letters must be signed.

TO BE COMPLETED BY THE APPLICANT:

Name of Applicant: _____ City & Country: _____

Name of School Director: _____

Title of School Director: _____

School Name: _____

School Address: _____

Work Telephone of School Director: _____

E-mail of School Director: _____

TO BE COMPLETED BY THE HEAD OR CHAIR OF APPLICANT'S SCHOOL:

_____ (School Name) is pleased to participate in the International Leaders in Education Program (ILEP), funded by the U.S. Department of State's Bureau of Educational and Cultural Affairs and implemented by IREX (International Research & Exchanges Board), in the event the representative of the institution is selected for participation in the program.

_____ (School Name) will provide assistance to its representative throughout the program duration by supporting and allowing Ms./Mr. _____ to participate in ILEP program activities in the United States from January – May 2011. Program activities will include a semester-long academic program at a U.S. university, including coursework and intensive training in teaching methodologies, curriculum writing, teaching strategies for their home environment, educational leadership, as well as the use of computers for Internet, word processing and as tools for teaching. The program will also include an internship at a secondary school to engage participants actively with American teachers and students. Ms./Mr. _____ will be granted leave with pay during this time and will be re-instated upon his or her return to the school.

_____ (School Name) would also be interested in partnering with American internship host schools for collaborative education and teacher training projects following the U.S. exchange program component of ILEP.

NAME: _____

CITY, COUNTRY: _____

We recognize the importance of this project in the pursuit of advancement and development for our school's teachers and look forward to our participation in the program.

Name of School Director_____

Signature and Seal _____ Date _____

Institution Name _____

Work Address _____

Work Telephone _____ Fax _____

E-mail _____