



Teaching in Taiwan 2015-2016

Program Overview

Introduction

In an effort to enhance the English learning environments for school children, the Ministry of Education (the MOE) of the Republic of China (Taiwan) has been recruiting American teachers to teach in K-9 public schools in Taiwan. The goals of the program are to bring English immersion experiences to Taiwanese students and to establish inter-school relationships between Taiwan and the United States (the US).

Applicants who hold a bachelor's or higher degree(s) and valid teaching license(s) issued by the US State Department of Education are welcome to apply for this program. Notice of acceptance will be sent to successful candidates after the selection process at the end of June each year. MOE will facilitate an orientation in the middle of August to help selected teachers gain a better understanding of their prospective work and life in Taiwan. Benefits for each teacher include subsidized round-trip airfare, housing stipends, overtime pay, insurance, and monthly salary remunerated upon his/her educational background, teaching experience, and scope of job duties. The intangible benefits are up-close discovery of the rich heritage of the local culture, enjoyment of the country's beautiful scenery, and experiencing the tastes of world-renowned fine food and deli delights such as pearl milk tea and more.

Duration

- One academic year from August 2015 until July 2016
- The Employment Agreement may be renewed for a succeeding academic year under the consensus of a teacher and school(s)/ local government.

Benefits

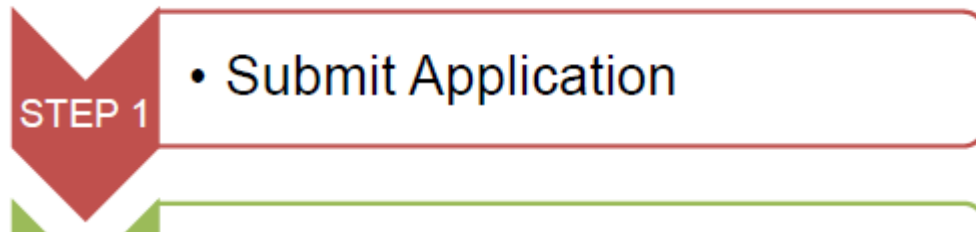
- A round-trip air ticket; airfare reimbursement up to NT\$40,000 (≐ US\$1,300)/one-way/per teacher/one family member
- Monthly salary ranging from NT\$62,720 to \$73,025 (≐ US\$2,000 to \$2,400) for up to twelve (12) months per year
- Overtime pay
- House rental allowance ranging from NT\$5,000 to \$10,000 (≐ US\$160 to \$330)
- Insurance coverage
- Leaves, holidays, and vacations
- Performance bonus up to one (1) month salary

* *Note: Benefits listed above are subject to applicable laws, regulations, and related provisions of the agreement signed between teacher and school.*

Application Process



Application Step by Step



QUALIFICATIONS

- Applicants must:
 - have obtained a bachelor's or higher degree(s);
 - hold valid teaching license(s) issued by State Department of Education;
 - commit to abide by the laws and regulations of the Republic of China (Taiwan);
 - be competent in interpersonal and communication skills; and
 - demonstrate an understanding and be respectful of the culture of Taiwan.

APPLICATION PERIOD

- Between March 1, 2015 and May 31, 2015

REQUIRED DOCUMENTS

- Application Form 2015-2016 (completed and signed by the applicant)
- A copy of the diploma of your highest degree obtained
- Academic transcripts from the institution from which you obtained your highest degree (Required, if graduated within the last two years.)
- A copy of your teaching license (issued by State Department of Education)
- A copy of your passport
- Three (3) letters of recommendation
- Health Certificate Form B (see APPENDIX; must be signed, dated by applicant's physician, and notarized)
- Your Identity History Summary (issued by the US Federal Bureau of Investigation, FBI)
- Resume

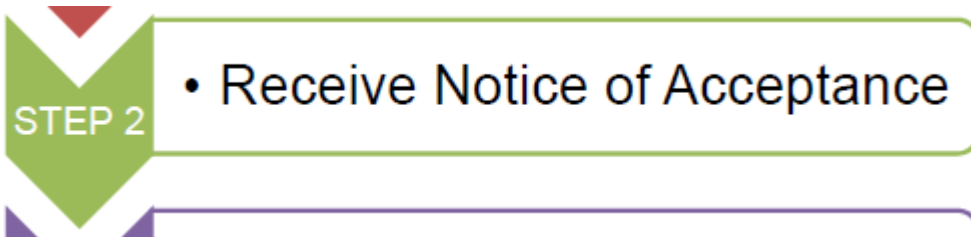
APPLICATION SUBMISSION

- Application materials must be received by the Education Division of the Taipei Economic and Cultural Office in Houston (TECO-Houston) no later than May 31, 2015 at the following address:

**Attn: Teaching in Taiwan
Education Division
Taipei Economic and Cultural Office in Houston
11 Greenway Plaza, Suite 2012
Houston, TX 77046, U.S.A.**

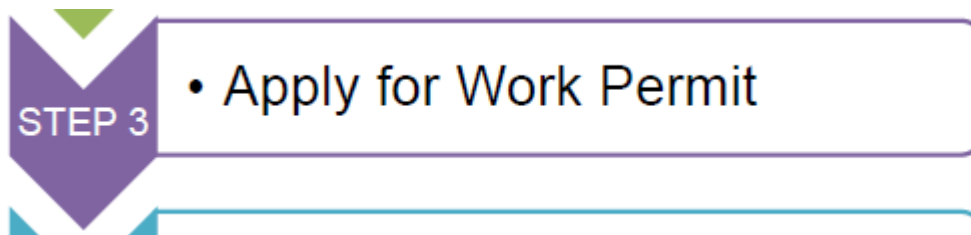
CONTACT

Ms. Isabelle Chen
Tel: 713-871-0851
Fax: 713-871-0854
E-mail: houston@moetw.org
Address: 11 Greenway Plaza, Suite 2012, Houston, TX 77046, U.S.A.



STEP 2 • Receive Notice of Acceptance

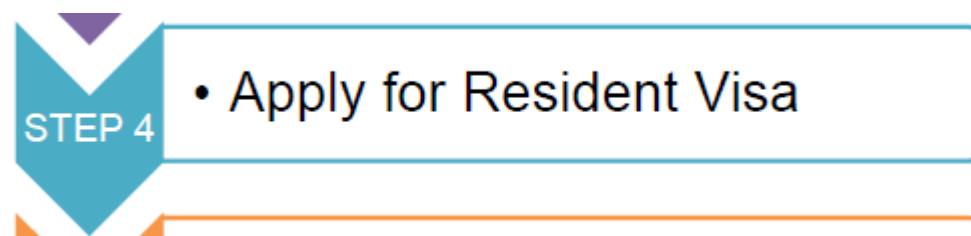
- Successful candidates will receive the Notice of Acceptance by June 30, 2015.
- Each candidate must submit a school placement preference form, attached to the notice of acceptance, as his/her confirmation of acceptance for the selection.



STEP 3 • Apply for Work Permit

- Each candidate is responsible for his/her application for a work permit to **the Ministry of Labor of the Republic of China (Taiwan)** in compliance with its application qualifications and requirements.
- The Education Division of TECO-Houston will assist candidates in passing forward the work permit applications* to Teaching in Taiwan Program office in Taiwan.

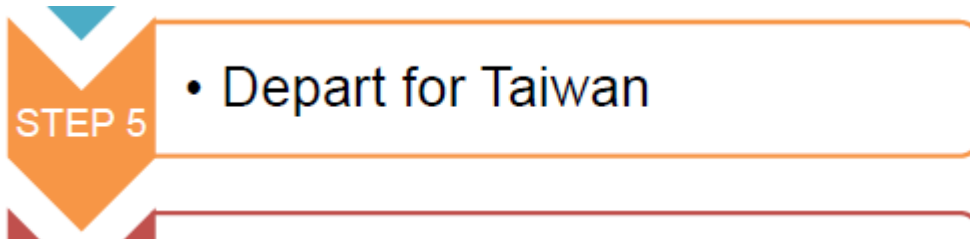
** Note: The Teaching in Taiwan program application and work permit application may share partial documents but excluding Application Form. Photocopies of the program application materials will be sent to the Ministry of Labor of the Republic of China (Taiwan) by the Education Division of TECO-Houston for work permit applications. However, candidates must be notified that additional documents might be requested by the Ministry of Labor of the Republic of China (Taiwan) and candidates must provide such documents if required.*



STEP 4 • Apply for Resident Visa

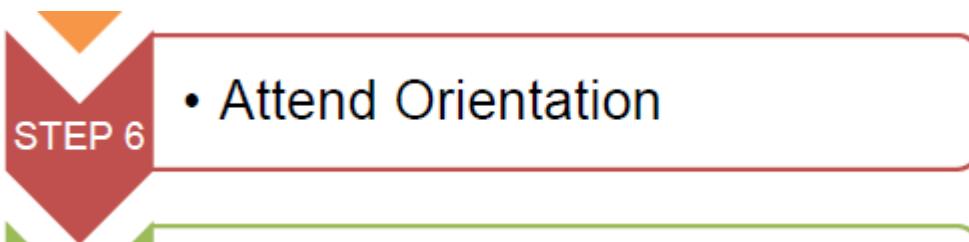
- For Resident Visa application details, candidates may visit the website of **the Bureau of Consular Affairs of the Ministry of Foreign Affairs of the Republic of China (Taiwan)**.
- To find a Consular Division of the Taipei Economic and Cultural Offices in the US near you, candidates may visit the website of **the Taipei Economic and Cultural Representative Office in the United State**. Office locations include Atlanta, Boston,

Chicago, Guam, Houston, Honolulu, Kansas, Los Angeles, Miami, New York, San Francisco, and Seattle.




STEP 5 • Depart for Taiwan

- Candidates are responsible for their own flight itinerary departing for Taiwan on the designated date to receive airport pick-up services and to participate in the orientation hosted by the MOE.
- Candidates will receive airfare reimbursement after completing the Employment Agreement signing process. The procedure for claiming such reimbursement should be done in accordance with the provisions stated in the Employment Agreement.



STEP 6 • Attend Orientation

- The MOE will hold an orientation in August after all candidates' arrival in Taiwan. A designated arrival date will be given to candidates upon the MOE's decision.
- Detailed information and an agenda for the orientation will be distributed to candidates before their departures for Taiwan.
- The agenda for orientation may include the followings:
 1. Introduction to life in Taiwan
 2. Differences between Taiwan and the United States
 3. Frequently asked questions including taxes, housing, mobile phones, driver license, banking account, and etc.
 4. Useful information for foreign teachers in Taiwan
 5. Short lessons on survival Chinese
 6. Workshop for teaching English in Taiwan including lesson plan, classroom management, etc.
 7. Excursion to cultural sites



• Sign Employment Agreement

- The Employment Agreement will be distributed to candidates AFTER they successfully complete the orientation held in Taiwan.
- The contents of the Employment Agreement may include the followings:
 1. Employment
 2. Term of Probation and Term of Employment
 3. Duties and Obligations
 4. Salary and Other Benefits
 5. Leave, Regular Holidays, and Application for Additional Leave
 6. Taxation
- The Employment Agreement may be renewed after a teacher's first year of teaching under the consensus of a teacher and school(s)/local government.