**Promotion Information**

**Description of the Position:**

After being chosen for promotion, you will be sent to **Junior Assessor Training in HQ**. Once trained, you’ll be able to observe other teachers’ lessons and give feedback and score sheets on their teaching skills and procedures to help them improve. You’ll also be expected to help **train new teachers**, and **maintain a high standard of teaching** **for the more experienced teachers**. It’s possible that in this position, you’ll be able and expected to help **develop new programs and procedures for the school**. You’ll be required to **attend interdepartmental meetings and management meetings**. You’ll also be sharing the responsibility of **leading the Friday morning meetings** with the foreign teachers. As an Assessor, you’ll be a role model for other teachers and will need to **demonstrate a solid ability to interact and cooperate well** with our Chinese coworkers and foreign coworkers from around the world. You may also be expected to **assist the department director** with various tasks **relating to the foreign teachers**, such as **schedules.** For many of these tasks, the Assessor needs to use Word and Excel, so please be able or willing to learn these as well.

There will be an additional KPI bonus for Assessors, which will be disclosed in Step 4 of the Application and Interview process. In addition to your current salary and KPI, you will have a new base bonus and an opportunity to multiply it up, similar to our teaching KPI bonus.

**Process of Application and Interview:**

The application process incorporates the following four steps:

1. Self-Introduction and PPT. This is essentially a walking, talking cover letter of what you bring to the table and why you want the position. This should be between **5-10** minutes.
2. Teaching Demonstration. Choose **one slide** from any lesson **in each** of the following stages: Stage 1, Stage 3, and Stage 6. Each lesson should be of a **different subject** and should demonstrate your teacher talk and procedures to the best of your ability. Include **one At the Board and one Off the Board activity**. Each slide should take between 3-7 minutes.
3. Role-Play Scenarios and Problem Solving. You'll be given a few different situations that you might come across in the new position and will need to show how you would react and solve any issues presented. This segment will last around 10-15 minutes.
4. Final Interview. This portion will focus on your specific experience so far and how you personally will be able to cope with the new responsibilities of the position if promoted. It'll last between 5-15 minutes.

**What to do now:**

If you're interested in applying for this promotion, send an email to [jessica.morich@firstleap.cn](mailto:jessica.morich@firstleap.cn) declaring your intention to apply and I'll get back to you about setting an appointment. The interview process will take place between October 16th and 23rd.