

## ***Centro de Idiomas***

### **Policy Manual 2006**

#### **Centro de Idiomas (Description of the Program)**

CEI is part of Programa Educativo del Sur PROESUR, of Universidad del Valle de Guatemala. The program has been dedicated to teaching English as a foreign language since its foundation in 1998. Currently the program works on the main campus and also in Tiquisate teaching English in different levels. The Program provides levels starting in the Beginner's level through Level 4 and Conversation classes. As part of Universidad del Valle, CEI is also certified to provide ELASH courses as well as prepare students to take this test. Corporate courses are also provided to organizations that may require it.

#### **Vision**

Provide English courses to communities on the South coast using up-to-date methodologies and technologies which will enable them to effectively learn the English language.

#### **Objective of Policy Manual**

This manual is intended to provide information regarding the professional services provided by teachers for this program. Here you'll find procedures that will ensure the continuity of our English education process.

#### **Administrator Roles**

##### **General Director (Scott MacLauchlan)**

- Supervise administrators and coordinators
- Prepare annual budgets
- Develop long-range plan with other administrators

##### **CEI Administrative Director (Alma Juarez)**

- Supervise and observe teachers in PROESUR and Colegio Maria Luisa
- Develop new opportunities for classes
- Review teachers' monthly hours
- Design training program for teachers
- Organize outreach events for other English teachers on the South coast

##### **CEI Coordinator (Bani Sandoval)**

- Review planning and supervise teachers for ITEC
- Makes available and coordinates all the resources (books, multimedia, etc) of PROESUR for teachers and students.
- Helps to develop new courses and plans for corporations as well as evaluate current courses and methodologies.

- Helps to plan, organize and serve teacher training regarding new teaching techniques and administrative purposes.
- Develops publicity material (flyers, banners, web banners, radio, TV) and a plan to promote CEI as an organization.
- Creates resources for CEI that have to do with teaching material and for CEI to promote its image.
- Helps to assess teachers in their evaluation process.
- Constantly monitors CEI-Tiquisate to ensure the effectiveness of the education process.
- Updates, corrects and elaborates teaching materials.
- Helps to review policy manual.

### **Prerequisites for Teachers**

Teachers wanting to work for Centro de Idiomas are expected to fulfill the following requirements:

- Fully Bilingual
- Highly responsible and punctual
- Willing to donate time for professional growth
- Skilled with common technological resources
- Good people skills
- Experienced with teaching adults
- Sign CEI Contract
- Fulfill all professional obligations including taking attendance, planning for class and submitting grades

### **Procedures for Classes**

- Class Methodology
  - Teachers must prepare their classes to provide an effective flow of content.
  - Plans are suggested and could be solicited to ensure an effective flow of content.
  - Books are provided as a guide to cover content and to rely on, however they should not be taken as the only source of information. CEI encourages teachers to look for additional material in the library as well as in CEI personal bookshelves for activities that can help you provide additional practice.
  - Internet and other library and technological resources are available to integrate in classes. Procedures to obtain visual material may be requested from the Resource Coordinator by filling out a form with the CEI secretary.
  - Each class is provided with the necessary material for effective teaching; however, CEI encourages teachers to use other areas of the campus such as the library, computer lab and others.

- Teachers must speak English at all times during the class. This provides students with the need to interact in the English language. Teachers must advise students from the start that no Spanish will be spoken unless truly necessary.
  - Teachers must develop reports regarding their grades if necessary.
  - Teachers must maintain a dress code avoiding t-shirts, shorts, short skirts etc. Teachers are expected to maintain a professional look.
  - Teachers must avoid asking students for money or asking them for additional material such as books, copies, etc. without prior consent from CEI administrators.
- Schedules
  - Class must begin on time. Classes for weekdays must begin at 6:00 pm, and Saturdays at 8:00 am.
  - Class must finish at 8:00 pm in the case of weekdays and at 12:00 pm on Saturdays.
  - A 15-minute recess is optional for teachers and students in between classes on weekdays. On Saturdays a 25-minute recess is allowed.
  - For no reason should teachers leave early without previous consent. Skipping recess does not allow class to finish early.
  - Any changes that may be needed must be consulted and fully approved by CEI administrators.
  - Teachers must notify CEI secretary when a student retires from classes or if they absent themselves from class for a long period.
- Teacher Absences
  - Teachers who require being absent for a class must inform CEI director and explain the cause of absence.
  - The teacher is responsible for finding a replacement to cover the class during his/her absence.
  - The teacher is responsible for paying classes to teachers that covered their absences. Centro de Idiomas encourages teachers to be responsible with their payments.
  - Centro de Idiomas believes that learning English is a constant process therefore classes cannot be suspended without proper authorization from CEI director.
  - If due to sickness or an emergency a teacher cannot make the class on time, the teacher is responsible for contacting CEI director to explain the situation so the director can coordinate the class if possible.
  - Centro de Idiomas reserves the right to discount any unexcused absence.
- Student-Teacher Relationship
  - Teachers must maintain a friendly and open relationship towards all students.
  - Teachers must encourage participation from all students.
  - Teachers must create an atmosphere that ensures and separates the teacher – student roles.
- Student Procedures

- Students are required to fulfill 80% assistance. An attendance record is kept and will be monitored throughout the semester.
  - Students are expected to be on time and participate in class activities. Participation for oral evaluation is required and taken into account as part of the final grade.
  - Students must follow campus procedures at all times and show respect towards teachers and other students.
- Student Assessment
    - Students are expected to earn a 70% average grade to pass the course.
    - Teachers must base their grading upon the following scale:

<b>Unit Tests and Activities</b>	<b>Midterm</b>	<b>Final Test</b>
50%	20%	30%
At the end of each unit teachers are expected to assess students. Standard achievement tests may be acquired through the secretary, however CEI encourages teachers to develop their own means of written and oral assessment. Activities such as role-plays or conversations may be taken into consideration for this percentage.	This is a standard achievement test. Projects or special activities may be considered for this percentage.	This is a standard achievement test. Projects or special activities may be considered for this percentage.

- Teachers are required to fill out a grading sheet that compiles grades for record keeping. All teachers must complete these records to be filed in CEI Database.
- The grading sheet is an electronic grading sheet format published in the network. (Contact the resource coordinator for more information)

## Teacher Payments and Contracts

- Contracts
  - Each teacher is expected to provide an invoice for their payment.
  - Each teacher is given a contract at the beginning of each semester which he is expected to sign. Provide invoice for their payment This contract specifies the terms and conditions under which teachers are hired.
  - All teachers are paid under the same conditions and are offered similar salaries regardless of the level as long as they fulfill the teacher requirements stated above.

- Each teacher is hired one semester at a time. The contract specifies the semester to be hired as well as the salary.
- Teachers traveling outside the area of Santa Lucia or having to travel from their home towns may receive additional fees for gasoline money and depending on the distance the assigned salary may vary.
- Salaries are based upon experience, academic preparation and longevity with CEI. Salaries range between Q.40.00 – Q. 60.00 per hour.

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Scott MacLauchlan  
General Director CEI

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Alma Juarez  
Administrative Director