INTERAGENCY LOCALLY EMPLOYED STAFF POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST	2. AGENCY	3a. POSITION NO.
Hanoi, Vietnam	U.S. DEPARTMENT OF STATE	97-017546

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.

☐ Yes ☐ No

4. REASON FOR SUBMISSION

☐ a. Reclassification of duties: This position replaces

Position No. 97-017546 English Language Instructor (Title) _____ (Series) FP-7 (Grade)

☐ b. New Position

☐ c. Other (explain) Review and revise the PD

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	English Language Instructor	FP-7	WDG	09/24/09
b. Other				
c. Proposed by Initiating Office	English Language Instructor			

6. POST TITLE POSITION (if different from official title) None	**7. NAME OF EMPLOYEE**
8. MISSION U.S. Embassy, Hanoi	b. Second Subdivision Human Resources Office
a. First Subdivision Management Section	c. Third Subdivision
9. This is a complete and accurate description of the duties and responsibilities of my position. Typed Name and Signature of Employee / Date(mm-dd-yy)	**10. This is a complete and accurate description of the duties and responsibilities of this position.** Typed Name and Signature of Local Supervisor / Date(mm-dd-yy)
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. Williette D. Gooding — Typed Name and Signature of American Supervisor / Date(mm-dd-yy)	**12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.** Williette D. Gooding 9/24/2009 — Typed Name and Signature of Human Resources Officer / Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

The English Language Instructor is responsible for administering, maintaining and improving the mission wide English language program for Locally Employed Staff. The incumbent schedules classes; prepares lesson contents and purchases/evaluates all training materials to include text and audio visual media. The English Language Instructor evaluates students' progress via tests and in class assessment. The English Language Instructor is also tasked with preparing, testing and participating in the evaluation of current and prospective locally employed staff/candidates to ensure that their English proficiency level matches the State Department CAJEd and Position Description criterion.

14. MAJOR DUTIES AND RESPONSIBILITIES 100% OF TIME

- Administers, maintains and improves the English Language Program at post by carefully selecting all English Language materials needed to teach the classes.

- Pre-tests all the students to determine appropriate class levels and, if requested, coordinates with HR and students' immediate supervisors for English proficiency evaluation.
- Teaches the English classes on a daily basis, prepares lesson plans, and corrects lesson assignments.
- In coordination with HRO, the English Language Instructor is responsible for creating test materials that evaluate both spoken and written English for incoming candidates and the incumbent employees. The English Language Instructor also administers and monitors the written tests and gives the oral tests. The incumbent also needs to improve the oral and written tests for the post on a regular basis.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education
University Degree in Arts, Social Sciences, Education or Administration is required.

b. Prior Work Experience
Two years of teaching experience is required.

c. Post Entry Training
N/A

d. Language Proficiency:
Level 4 (fluent) in written and oral English is required.

e. Knowledge
Understanding how to apply the current pedagogic strategies used to train adult English language learners.

f. Skills and Abilities
Understanding of the Vietnamese culture and strong interpersonal skills in order to interact effectively with Vietnamese Nationals is required.

16. POSITION ELEMENTS

a. Supervision Received
Under supervision of the Human Resources Officer.

b. Available Guidelines
Guidelines and instructions are given by the Human Resources Officer

c. Exercise of Judgment
Properly evaluate students' English proficiency level.

d. Authority to Make Commitments
None

e. Nature, Level and Purpose of Contacts
None.

f. Supervision Exercised
None

g. Security Clearance:
Must be able to obtain post's clearance.

h. Time Required to Perform Full Range of Duties after Entry into the Position

None

DS-298