



National Education Monitoring Project

TEACHER ADMINISTRATOR APPLICATION FORM : 2010

Name:	
Postal Address:	No. & Street: _____ Suburb: _____ Town/City: _____ Postcode: _____

Date: _____

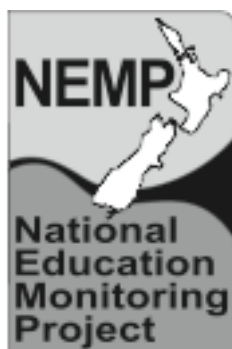
Thank you for your enquiry about Teacher Administrator positions with the National Education Monitoring Project.

Enclosed is information about the project, a job description and an application form.

If you would like any further information, please feel welcome to contact our office.

tel: 0800 808 561 • fax: 03 479 7550 • email: earu@otago.ac.nz

National Education Monitoring Project



Application

2010

Teacher Administrator

Applicant's Name

Applicant's Home Town

office use

Region	
Year Level	4 8
Status	A D R

Applications for 2010 positions are required 1st March 2010.

Educational Assessment Research Unit
University of Otago, Box 56, Dunedin 9054
FAX 03 479 7550

4. CRITERIA

We are interested in how you see yourself in terms of the criteria NEMP uses for selecting teacher administrators. Please provide brief, relevant notes **using the four headings** given below. Your statements should be verified by a senior colleague (e.g. principal) to whom reference may be made. If you wish, the senior colleague can contribute to the notes that you write. Please note that a **CV is not required**.

- 1 **RELATIONSHIPS:** Ability to communicate well and to quickly establish and maintain good **relationships** and easy rapport particularly with diverse **children**, and also with teachers and parents.
- 2 **CURRICULUM:** Interest in the **curriculum** areas being assessed in 2010 (Mathematics, Reading, Writing).
- 3 **ASSESSMENT:** Commitment to developing your own and others' **assessment** literacy.
- 4 **PROCEDURES:** Ability to **follow procedures**, work accurately, methodically, and with good attention to detail.

CRITERIA (CONTINUED)

5. DISABILITIES OR HEALTH PROBLEMS

Please describe any disabilities or health problems that could have implications for your work as a Teacher Administrator. (Note that some quite heavy carrying of equipment and assessment materials may be required.)

6. DECLARATION

- I am willing to use my own car for school visits (reimbursed) if required. Yes [] No []
(Note that rental cars are made available for extended travel.)
I understand that if selected I will be required for uninterrupted engagement throughout the 6 week programme of training and school visits.
I certify that the information contained in my application is correct, that I am in good health, and have a current drivers licence. I agree to contact being made in confidence with the person I have nominated for verification of my statements.

signature of applicant

date

7. VERIFICATION BY SENIOR COLLEAGUE

I verify that the information given in this application is accurate, and I am prepared to comment further if contacted.

Name

Position

Address

Tel Work ()

Tel Home ()

signed

date

National Education Monitoring Project

TEACHER ADMINISTRATOR : JOB DESCRIPTION

Key Tasks

Attendance at a three day training course on assessment procedures.

Year 8: 18 – 20 August 2010 (Wellington)

Year 4: 13 – 15 October 2010 (Auckland)

Administering assessment activities at five schools over a five week period, working with one other teacher administrator.

Year 8: 23 Aug – 24 Sept 2010

Year 4: 18 Oct – 19 Nov 2010

- Travelling/driving to assigned schools with one other teacher administrator to conduct the assessment activities.
- Liaising with principals, teachers and parents during school visits, and working with the children selected in the sample at each school.
- Setting up the space allocated for assessment activities.
- Checking, maintaining and keeping secure a full inventory of equipment, materials and papers.
- Administering assessment activities according to the project's four approaches in 2010: one-on-one, stations, independent and whole class.
- Keeping accurate records as required.
- Liaising with the Project office when problems or concerns arise at any time during the five week programme (toll free line available).
- Returning all equipment, materials and papers on schedule at the completion of the programme.

Person Specification

- Proficiency as a fluent speaker and reader of English.
- Successful teaching experience at year 8, year 4, or at similar levels in New Zealand schools.
- Ability to communicate well and to quickly establish and maintain good relationships and easy rapport with children, teachers and parents.
- Interest in the curriculum areas being assessed in 2010 (Mathematics, Reading, Writing). All teachers administer tasks in all of the areas being assessed, but are not required to have particular expertise in the areas.
- Strong commitment to developing own and others' assessment knowledge.
- Ability to follow procedures, work accurately, methodically and with good attention to detail.
- **Availability for uninterrupted engagement** throughout the three day training period and the five weeks in schools.
- Having a current drivers licence and being prepared to drive own car or a rental car to assigned schools. In some cases there will be substantial distances and overnight stays.
- Good health.

Salary

The salaries of teachers employed by schools will not be interrupted. The Project reimburses the employing school for a relief teacher according to the rates determined by the Teachers Collective Agreement.

Teachers who are not currently employed by schools are paid by the Project at rates in accordance with the Teachers Collective Agreement – basic scale (i.e. relief teachers employed for the period of teacher absence).