

Job Title: Educator Exchange Coordinator

Teach With Africa is a non-profit organization empowering students and teachers in a reciprocal exchange of teaching and learning in Africa and the United States. Teach With Africa seeks to reduce the embedded inequities in our societies by working to provide access to quality education in order to transform children's lives, schools, and communities. Teach With Africa provides high-quality professional development for teachers and teachers-in-training, focusing on instructional programs and educational leadership initiatives through programs in South Africa and the U.S.. Since 2008, we have engaged more than 4,000 teachers and served more than 150,000 children, increasing our scope of service year after year.

Educator Exchange Program

We believe providing educators with opportunities to share, learn and teach together across contexts and continents is the bedrock for seeding teaching excellence. Since 2007, Teach With Africa (TWA) has been exchanging educators between South Africa and the U.S. South African educators through the Aspiring Teachers program with the Global Teachers Institute (GTI). Aspiring Teachers spend one month in the U.S., observing teaching practice in the classroom, leading lessons, completing an inquiry-based project on teaching instruction, and sharing their knowledge and perspectives on South Africa. American teachers have the opportunity to spend up to 6 weeks in South Africa as Faculty-in-Residence, engaging with and mentoring teachers in the classroom as well as offering workshops and training on cutting-edge teaching methodologies.

Job Description

The Educator Exchange Coordinator (EEC) is an important part of the two-to-three person team that leads and runs the South Africa to U.S. arm of the Educator Exchange program described above. This person works on a school-year schedule (August through June). Primary responsibilities for this person include consistent communication and relationship building with team partners at GTI in South Africa, as well as the hosting schools in the U.S. Bay Area. This person will work to recruit Bay Area schools to participate as host schools for the visiting Aspiring Teachers. This may include visiting schools and meeting with school administration and teachers to prepare them for their participation in the program, as well as guide and support returning schools through the process of their financial commitment. Throughout August - February, this person will work closely with their counterpart at GTI, in creating orientation programming, and exchange programming that will support the goals of the exchange. This may include partnering with local organizations for one-day programming (such as Cal-Berkeley, Bay Area public school districts, Chabot Science & Space Center, etc.). During the month of March, this person will assist in the travel and transportation of the group, the orientation of the Aspiring Teacher group, and will remain on-call throughout the length of the program to support the teachers in any issues that may arise with host families or host schools. During these program days, this person will also support the Aspiring Teachers with encouragement to dive deep into curriculum, into their independent research project topic, as well as culturally into what the U.S./Bay Area has to offer. Follow-up and debrief will be required between GTI, the Aspiring Teacher team, and the EEC, and a final report will be written and presented to the Board of Trustees in June.

Roles and Responsibilities:

- Communication with various private and public schools to gauge interest in participation in the exchange program.
- Communication with Global Teachers Institute (GTI) staff in Cape Town, South Africa.
- Relationship building with team members of TWA and GTI, as well as host school teachers and administration.
- Bi-weekly calls with exchange staff members.
- Marketing and promotion of educator exchange and fellowship to non-participant schools, organizations.
- Logistics coordination of travel and medical insurance, flights, lodging, host school and host family screenings.
- Daily communication during exchange between program coordinators.
- Arranging and hosting orientation for host schools and host families.
- Maintaining budget with TWA and GTI.
- On-call services during Exchange throughout the program dates in the month of March. Includes travel and emergency situations.
- Weekly check-in with GTI staff and bi-weekly check-in with all participants and GTI staff.
- Board report before and after exchange - communication with board regarding progress.

Timeline

ACTIVITIES	POINT PERSON	CO-CHAIR	DUE DATES
Finalize Timeline - Discuss changes to IRP, Key Messages	EEC		Done
Finalize Roles Document (TWA Team Lead (EEC), GTI Team Lead, Backups)	EEC		TBD
GTI/TWA Educator Exchange key messages document	EEC		Done
Finalize SA Educators Application documents	GTI		9/1
Finalize Host School documents	EEC		Ongoing
Application Deadline for SA Educators	GTI		Oct, TBD
Host School Recruiting/Commitments	EEC		11/1
Host School Commitment Deadline	EEC		11/1
Final selection of SA team notification	GTI		Nov, TBD
Host School sponsorship funding due	EEC		11/1
Bios, travel forms/educator profiles and photos of SA team due	GTI		11/22
Call between educators and TWA Lead (EEC) for 'get to know yous'	EEC/GTI		11/22-11/31
SA team deadline for passports, visa applications and TB tests	GTI		11/22
US host schools notified of SA educator placements -- SA team	GTI/EEC		12/1

connected to schools for advanced comm and planning			
Orientation Components (culture, integration, context, logistics/per diem)	GTI		Ongoing
Book flights to US and travel insurance	EEC		12/1
US Host School/Host Family Orientation	EEC		Jan, TBD
SA team orientation (in person or conf calls?)	GTI		Jan, TBD
Host Family Selection deadline	EEC		1/31
Team departs SA	GTI		2/28
Team arrives in SF, stay in AirBnB	EEC		2/29
Orientation in SF (daytime in SF, host family pickup)	EEC		3/1
First day at host schools	EEC		3/2
Last day in host schools	EEC		3/27
Team wrap up and reflection meeting, group activity	EEC		3/27
Move out of homestays and Team departs US/return to SA	EEC		3/28