Job Description and Benefit Package 2014
by Concept Innovative Education Alliance

BASIC INFORMATION
- Location: China (Hunan-Changsha/Hunan-Chenzhou/Shanghai/Shanxi-Gaoping)
- Courses: ESL /English Literature
- Student demographic: high school students; ages 15-18
- Term dates: Fall term: September 1st – mid-January, Spring term: mid-February-mid-July
- Contact Email: ciea_teacher@126.com; Skype: ciea_teacher

We receive resumes all year-round. Upon a successful review of the application, CIEA will contact the applicant to schedule an online interview. The interview will include a fifteen minute teaching demo by the applicant. The demo should be prepared for students who are 15 years old and who have basic language skills as TOFEL 45-50, a vocabulary of 2000 words, and basic grammar skills.

QUALIFICATIONS REQUIRED
- 24 years old or above; Bachelor's degree or degree above.
- An accredited teacher with a certification in ESL or TESOL teaching.
- English is first language.
- Dedication to education with understanding and respect of different cultures.
- Flexible and adaptable to changing situations and demands.
- Willingness and interest in working with teenagers.
- Able to independently initiate responsibilities and duties.
- Teaching experience is preferred.
- Teachers with professional education degrees or certificates preferred.

BASIC JOB OVERVIEW
The teacher with ESL/TESOL certificate shall teach at different Chinese program schools (public or private) in Shanghai, Changsha, Chenzhou, Shanxi. The teacher shall teach around 20 classes per week averagely, with class sizes ranging from 5-30 students age from 14-18. Teachers will hold office hours, and will occasionally have morning/night duties. The teacher shall also be ready to participate into program recruitment, school/parents/students meetings, and other work required by CIEA. (detailed information is on the work responsibility sheet with the work contract)

SALARY & BENEFIT PACKAGE
The Salary & Benefit Package for program teachers consists of four parts: foundational salary, teaching subsidy & other subsidies, employment welfare & annual bonus, and other expenses. The payment to the teacher shall follow the following guidelines:

Part One. Foundational Salary (10 months)

- Junior Level Teacher: 800 USD/Month
- Medium Level Teacher: 1200 USD/Month
- Senior Level Teacher: 1500 USD/Month

The teacher is required to fulfill 10 office hours/ week to prepare teaching plans and tests, to grade student papers and homework, to carry out academic research, etc. Office hours will also include 2 hours open time/week for students, teachers or parents to have face to face communication time. The open time shall be posted on the office door.

Part Two. Teaching Subsidy & Other Types of Subsidy

1. Teaching Subsidy: 20USD/Teaching hour, average of 22 Teaching hours/Week
   
   \(20USD\times 22\times 4 = 1760USD/\text{month}\)

Note: (1) 1760 USD is based on 22 average teaching hours/week. Due to the variation in programs at different schools, there could be a time that the teacher can’t teach the full 22 teaching hours/week, or there is a sudden decrease in teaching hours due to certain changes. In this event, CIEA shall make the following protective efforts to guarantee the interests of the teacher:

- CIEA will pay a protective monthly salary which equals to the foundational salary + 15 classhours/week by 4 weeks; (classhours above 15 class hours/week will be paid according to the actual amount of work)

- CIEA will give the teacher an extra Academic Research task. A research subsidy of 150-300 USD/month shall be paid to the teacher according to the quality of the teacher’s Academic and Research work.
(2) When the weekly teaching hours are over 22, or there is a sudden increase in the amount of teaching hours due to certain changes, CIEA will pay 35 USD/extra teaching hour after the 22 teaching hours fulfilled.

2. Morning Class Subsidy: 10USD/Morning Study (20-30 min)
Chinese schools have morning classes in addition to the regular daytime classes. These classes are for student self-study and are supervised and tutored by the teachers appointed.

3. Evening Class Subsidy: 50USD/Evening Study (100-120 min)
Chinese schools have evening classes in addition to the regular daytime classes. These classes are for student self-study and are supervised and tutored by the teachers appointed.

4. Food Subsidy: 50USD/Month

5. Vacation Subsidy (2 Months):
- Junior Level Teacher: 800 USD/Month
- Medium Level Teacher: 1200 USD/Month
- Senior Level Teacher: 1500 USD/Month

Part Three. Employment Welfare & Annual Bonus

1. Round Trip Flight Subsidy: 1500USD/Person/Year
- Long term teachers with a one year contract will receive maximum 1500USD reimbursement for a one time round trip flight. The subsidy will be paid upon the submission of a receipt.
- Short term teachers will receive 70%-100% of the long-term teacher reimbursement of maximum 1500USD. The subsidy will be paid upon the submission of a receipt.

2. Settlement Subsidy 150 USD
Teachers arriving in China for the first time shall receive a 150USD settlement subsidy (one time payment).

3. Housing Subsidy (Approximately 400USD/month)
   (1) If the teacher complies with CIEA’s housing arrangement to use the on campus apartment, CIEA shall pay for the housing; (with up to 1 roommate and basic living installation as bedroom, bathroom, internet, air-conditioner, etc).
   (2) If the teacher rents a local apartment, CIEA shall provide a housing subsidy of 200-400USD/month.
   (3) All utility costs, including water and electricity fees, telephone fees, internet fees, heating and gas fees (if applicable) shall be paid by the teacher; CIEA could pay first hand but the fee shall be deducted from teacher’s payment.
   (4) Upon termination of this contract for any reason whatsoever, the Teacher shall immediately cease to be entitled to the housing subsidy and housing arrangement in 15 days.

4. Annual Bonus
   (1) The teacher who has successfully completed one year (2 semesters) of teaching shall receive an annual bonus equal to the amount of one month’s foundational salary.
   (2) The teacher who has successfully completed two years of teaching shall receive an annual bonus equal to the amount of two month’s foundational salary.
   (3) The teacher who has successfully completed one year of teaching shall receive annual award other than the annual bonus. The amount of the award shall be determined by the teacher’s work attitude, daily performance, evaluation from the school and students, and the academic progress made by the students.

Part Four. Other Expenses

1. Insurance: Approximately 2000USD/Year
Long term teachers (1+ year contracts) shall receive a full package for medical insurance. Short term teachers shall receive accident insurance (medical is not included).

2. Visa Application Fee
All visa application fees and related expenses shall be covered by CIEA, including Chinese domestic travel expenses.

Revised on March 24th 2014
Annual Income Estimate for a Junior Teacher

Upon the fulfillment of the teacher’s task, the teacher shall receive the following income and benefits (including insurance, flights and housing)

- Junior Level Teacher: **38,150 USD** (income: 29,850; benefits: 8,300)
  - Foundational Salary 800*10=8,000
  - Teaching Subsidy 22*20*4*10=17,600
  - Vacation Subsidy 800*2=1,600
  - Food Subsidy 50*10=500
  - Flight Subsidy 1,500
  - Insurance 2,000
  - Settlement Subsidy 150
  - Housing Subsidy 400*12=4,800
  - Annual Bonus & Award 2,000 (estimated)

Notes:

(1) The income is based on 22 average teaching hours/week; the actual income shall be in accordance with the actual teaching hours and subsidy.

(2) The income does not include the extra teaching hours over 22 hours/week, the morning & evening class subsidy, or Chinese domestic flights expenses and visa expenses. CIEA will assume all these cost.