

# Owl Preschool's Teacher's Contract of Employment

This contract is entered into on the \_\_\_\_\_ day of \_\_\_\_\_ (month), 200\_\_\_\_, by \_\_\_\_\_, representative of Owl Preschool, the employer, (hereafter referred to as "the school"), and the Employee, \_\_\_\_\_, a citizen of \_\_\_\_\_

( birth date: / / ) holding passport number \_\_\_\_\_ (hereafter referred to as "the teacher").

By entering into this contract, both the school and the teacher hereby agree to the following:

## 1. Employment Period:

The teacher is employed as a full time teacher from // and extending to // . The first month of employment is a trial period during which time the school may terminate this contract without compensation. The teacher should arrive at the school at least a week before the first day of contract period.

## 2. Hours of Work:

The teacher will work no less than 30 hours per week (Monday-Friday), depending on the number of classes scheduled for him/her by the school. The teacher recognizes that 30~35 hours per week is considered optimal for the school's operations and will honestly endeavor to accept the optimum number of hours.

## 3. Responsibilities of the Employee:

a. The teacher shall work to the best of his/her abilities to teach his/her students English as efficiently as possible and within the general goals and guidelines set forth by the school. The teacher will familiarize him/herself with the school's policies, programs and curricula and attempt to meet the general timetable outlined by school.

b. The teacher is responsible for the general atmosphere and conduct, academic and social, in his/her classroom and behavior of students during his/her scheduled class hours, including break time.

c. The teacher shall conduct and dress him/herself in a professional manner.

d. The teacher shall report any specific student difficulties, academic or social, to the school's management and, with their assistance, communicate with the student's parents in order to effect an appropriate solution to the problem.

e. The teacher shall attend teachers' meetings every week. S/he is required to seek and share ideas that may benefit both him/herself as well as the other teachers in the school.

f. The teacher shall prepare for each class, and correct homework. Student evaluation reports shall be prepared every week.

g. The teacher shall assist the school director or manager in placing newly-arrived students by conscientiously screening any new prospects introduced to the teacher's class.

h. The teacher shall decorate his/her classroom, participate in the creation of teaching aids and help maintain school property.

i. If the teacher cannot come to work for some reason, s/he should inform the school, as well as work in advance with the school to find a suitable substitute. The teacher must also inform the substitute of the components to be taught during his/her absence. If these conditions are not met, the teacher will be considered truant and shall be held responsible for any related losses, financial or otherwise.

#### 4. Grounds for Dismissal

(re: Results of Instruction/Management Dissatisfaction): The teacher shall be responsible for the general results attained by his/her students. It is agreed that, should the results of the teacher's instruction be evaluated as unsatisfactory and, should such results remain unsatisfactory following full and reasonable combined efforts to rectify the dissatisfaction, the teacher agrees that the school may dismiss him/her without compensation from any remaining contractual obligations.

#### 5. Salary or Scholarship

a. The teacher will be guaranteed \$30,000 NT Dollars per month with an option to teach up to 3 extra hours a night. For each evening hour of teaching the teacher will receive 600 NT Dollars (current exchange-rate is US 1:33~35 which is approximately \$17.50 US Dollars per hour). The teacher agrees to not exceed three hours per evening.

b. Paydays: The teacher will be paid on the fifth day of every month, except when such dates fall on bank or school holidays, in which case payment will be made on the nearest possible date before or after the holiday.

c. Bankroll Accounts: Payment to the teacher will be made directly to the teacher or into the school's business account. For the teacher's convenience, an ATM card will be provided.

#### 6. Benefits:

a. Insurance: The school will make accident insurance available. However, the teacher is responsible for applying for personal travel/health insurance.

b. Housing: The school will provide free on site housing.

c. Chinese and Culture Class: It depends on the needs of the teacher. The school will arrange and provide.

- d. Airfare: Up to \$500 US Dollars will be provided upon arrival.
- e. Transportation: The school will provide a bike or a scooter for the teacher if s/he needs.
- f. The school will pay the processing fees for a single entry visa.

7. Teaching Materials:

The school will provide all textbooks and materials to the teacher, as well as provide training and/or on-going assistance through discussion, resource sharing, teachers meetings, etc. As the teacher will be able to use materials created by other teachers, s/he should also be willing to share the materials s/he creates. Any teaching materials purchased by the school, or purchased by a teacher for the school, will be considered the school's property, and will remain with the school when the teacher finished his/her contract.

8. Stipulation for Discretion:

The teacher will not divulge any information about the school, which may lead to either a financial loss or a loss of reputation for the school. If the teacher divulges such information, (including information concerning the school's finances, enrollment, teaching methodology, pedagogy, teaching materials, personnel, etc.), s/he shall be responsible for any financial loss or loss of reputation the school thereby suffers and the teacher may incur penalties.

9. Premature Termination of Contractual Obligations:

If the teacher wishes to terminate the contract before its expiration date, s/he must give the school 60-days prior notice and find a suitable replacement. The school must approve replacement teacher(s). The teacher must pay any expenses that will arise from finding a replacement teacher, including airfare, visa processing fees, insurance, and any other expenses incurred. If the replacement teacher's salary is greater than the original salary, outlined in the contract, then the teacher must pay the difference. If the teacher terminates the contract without giving 60-days notice or without the School's agreement, the teacher will be subject to legal action. This penalty clause shall be enforceable through Hualien District Court, which may order exit/entry restrictions on the teacher's passport or may issue legal papers to government authorities governing the teacher's home address.

10. Employment Outside the School:

The teacher must not work in another place without the permission from the owner of the School.

Representatives of school

\_\_\_\_\_ Director

\_\_\_\_\_ Manager

School Address:

Teacher's signature: \_\_\_\_\_

Resident Address in Taiwan

Permanent Address

Social Security Number:

Things to do:

- Obtain a visa as soon as possible—you can contact your local government agency and inquire who to contact to obtain a visa. Apply for the Single entry visa stating internship as reason for entry into Taiwan.
- Make sure you have an updated passport with sufficient time remaining to cover your stay in Taiwan.
- Once you have booked your flight plans email them to [kskinner@growthclimate.com](mailto:kskinner@growthclimate.com) to coordinate flight plans so you can be picked up in Taiwan.
- Obtain an international drivers license so you can drive in Taiwan.