

IIE/AMS INTERNATIONAL TEACHING ASSISTANT PROGRAM APPLICATION

The AMS/ITA Program accepts applications on a rolling basis



Please indicate your institutions interest in participating in the IIE/AMS International Teaching Assistant Program and return the completed form to: Institute of International Education, IIE/AMS International Teaching Assistant Program, Edward Monks, Program Officer, 809 United Nations Plaza, New York, New York 10017 E-mail: flta@iie.org FAX : 212-984-5484.



SPONSORING SCHOOL: _____

AMS Membership Status: Accredited Full Affiliate Other

ADDRESS: _____

CITY: _____ ST _____ ZIP _____

PHONE: (____) _____ FAX: (____) _____

E-mail Address: _____

SCHOOL WEB ADDRESS: _____

Home Telephone _____ E-mail Address _____

FINANCIAL AWARD INFORMATION (Please check items offered and give dollar value.)

Stipend Salary How many months _____
Monthly \$ _____ Per Semester \$ _____ Yearly \$ _____

Home Stay (Sponsoring Family Information)
Names & ages of all family members _____

Relationship to School:
 School Family Faculty Administration
 Other (Please specify) _____

Housing Arrangements (if not home stay, please specify including value/costs)

ITA will receive board (approximate value per month) _____

from sponsoring family from faculty member
 from other (please specify) _____

ITA will receive transportation to/from school & Montessori Teacher Education Center from:

from sponsoring family from faculty member
 from other (please specify) _____
 Transportation plan attached

AMS Teacher Education Information
MONTESSORI INTERNATIONAL ASSISTANTSHIP LEVEL OFFERED:
(please check one)

- Infant/Toddler (birth-age 3) Early childhood (3-6)
 Lower Elementary (6-9) Upper Elementary (9-11) Middle School (12-16)

Name of AMS Teacher Education Center your ITA(s) will attend _____

Address _____

Phone _____ Email _____ Website _____

Tuition in Dollar Amount* \$ _____

Number of academic hours required for level _____

Number of practicum hours required for level _____

Please note that all International Teaching Assistants are required to take at least two Montessori Teacher Education classes (or more) per summer and/or semester in addition to ITA activities (teaching assistant responsibilities) in order to fulfill full-time J-1 exchange visitor student requirements. ITAs will be responsible for purchasing all books, albums, & materials required for completion of AMS Montessori Teacher Education requirements (approximately \$500-\$1,500 during the two years of their Montessori coursework).

DUTIES
Please check the appropriate duties expected of the ITA and give
APPROXIMATE HOURS PER WEEK:

- Assist Teaching _____ making materials _____ Tutoring _____
 creating albums _____ practicing lessons _____ maintaining environment _____
 attending faculty meetings _____ attending parent meetings/conf. _____
 attending Montessori Teacher Ed. Courses _____
 Other (specify): _____
 Please attach a full description of teaching assistant responsibilities with the completed application.

ACADEMIC STUDY INFORMATION

Is the ITA required to enroll in a degree program associated with the Montessori Teacher Education Center they will be attending?

- Yes No

Please list the post-secondary institutions, affiliated with the AMS Teacher Education Program your ITA will attend.

Please provide details of program requirements (e.g., graduate or undergraduate, required subjects or departments, etc.):

VISA AND INSURANCE INFORMATION

IIE provides visa sponsorship for all ITAs.

Head of School (or delegate) responsible for IIE/AMS ITA (coordination of application, housing/transportation arrangements, Montessori Teacher Education application(s), allocation of stipend/salary)

Name _____ Title _____

Work phone number _____ Address _____

Home phone number _____ Email address _____

Are you offering health/accident coverage? Yes No

If yes, must the ITA pay for this coverage? Yes No How much? \$_____

Name of Insurance Carrier:

ITA REQUIREMENTS/PREFERENCES

Please indicate preference for the native language or country of your ITA

Age _____ Male Female

Prior teaching/assistant experience: _____

Academic qualifications: _____

Other abilities, skills or interests:

CALENDAR

Reporting Date of the ITA _____

Dates of sponsoring school's academic year: Beginning: _____ Ending: _____

Date of beginning Teacher Education course _____

(include sample calendars for school and Teacher Ed. program for specific level of ITA, ex 3-6, 6-9, 9-12)

Will ITA be required to leave for holiday and intersession periods?

Yes No

Suggested alternatives for ITA if not allowed to stay over holidays & intersession periods:

Dates of holidays or intersession periods: _____

Checklist for application (please check before submitting)

- Completed application form
- Brief history and description of your school including location (rural or urban, population, climate, etc.)
- Full description of Teaching Assistant responsibilities with the completed application
- Sample calendar for school attached
- Home stay family identified, information provided on application
- Transportation plan attached (details of local transportation to/from school & coursework)
- AMS Teacher Education Center (TEC) identified, information provided, TEC application attached
- Sample calendar for Teacher Ed. program for specific level of ITA, ex. 3-6, 6-9, 9-12 attached
- Home stay family or alternative housing arrangements identified, information provided on application