

<https://www.jobzafrican.online/job/advtech-teacher-internships/>

## ADvTECH: Teacher Internships 2023 / 2024 New Application

### Description

ADvTECH is seeking a dedicated and passionate Teacher Internship Program Coordinator to oversee and manage our comprehensive teacher internship program. As a Teacher Internship Program Coordinator, you will play a pivotal role in supporting the professional development of aspiring educators and shaping the future of education.

### Responsibilities

- **Program Development:** Collaborate with the education team to design, develop, and enhance the teacher internship program curriculum. Ensure that the program aligns with educational standards and best practices.
- **Recruitment and Selection:** Coordinate the recruitment process for teacher interns, including advertising positions, screening applications, conducting interviews, and selecting candidates based on their qualifications and passion for teaching.
- **Orientation and Training:** Organize and facilitate orientation sessions and training for teacher interns. Provide guidance on program expectations, educational methodologies, and classroom management.
- **Mentorship:** Match teacher interns with experienced educators as mentors. Monitor and support mentor-mentee relationships to ensure a valuable learning experience.
- **Monitoring and Evaluation:** Implement an assessment and feedback system to monitor the progress and performance of teacher interns. Regularly evaluate their classroom teaching, provide constructive feedback, and support their growth.
- **Professional Development:** Coordinate and facilitate professional development workshops and seminars for teacher interns, helping them acquire new skills, strategies, and teaching techniques.
- **Administrative Tasks:** Handle administrative tasks related to the program, including record-keeping, documentation, and reporting to ensure compliance with program objectives and requirements.
- **Networking:** Foster connections with schools, educational institutions, and other stakeholders to promote the internship program and create opportunities for teacher interns.

### Qualifications

- Bachelor's degree in Education or a related field (Master's degree preferred)
- Teaching certification and/or licensure
- Prior experience in teacher education or educational program coordination
- Strong interpersonal and communication skills
- Exceptional organizational and administrative abilities
- A passion for education and a commitment to nurturing future educators
- Knowledge of current educational trends and best practices

**Hiring organization**  
ADvTECH

**Employment Type**  
Intern

**Duration of employment**  
3 Months

**Industry**  
Education Administration Programs

**Job Location**  
Roodepoort, Gauteng, South Africa,  
1724, Roodepoort, Gauteng, South  
Africa

**Working Hours**  
09

**Date posted**  
November 19, 2024

**Valid through**  
08.11.2025

## **Job Benefits**

- Competitive salary
- Health and wellness benefits
- Professional development opportunities
- A supportive and collaborative work environment
- The opportunity to make a significant impact on the future of education

## **Contacts**

### **1. Prepare your Application Materials:**

Before you start the application process, make sure you have the following materials ready:

- Your updated resume or curriculum vitae (CV)
- A cover letter that highlights your qualifications and explains why you are interested in the Teacher Internship Program Coordinator role at ADvTECH
- Copies of relevant educational degrees and certifications
- Any other supporting documents or references you believe are relevant

### **2. Visit the ADvTECH Careers Page:**

Navigate to the ADvTECH official website or the ADvTECH Careers page to find the job listing for the Teacher Internship Program Coordinator position. You may also look for the position on popular job search platforms or career websites.

### **3. Review the Job Posting:**

Carefully read the job description and requirements for the Teacher Internship Program Coordinator role to ensure it aligns with your qualifications and career goals.

### **4. Complete the Online Application:**

Follow the instructions provided on the ADvTECH Careers page or job posting to complete the online application form. You will typically need to provide your personal information, upload your resume and cover letter, and fill out any additional application fields as required.

### **5. Submit your Application:**

Once you have completed all the required sections of the application, review your information for accuracy and completeness. Make sure all your attachments are properly uploaded. After verifying everything, submit your application.

### **6. Follow Up:**

After submitting your application, you may receive an acknowledgment email or confirmation from ADvTECH. Be patient and wait for a response. If you don't hear back within a reasonable timeframe, it's acceptable to follow up with the company to inquire about the status of your application.

### **7. Prepare for Interviews:**

If your application is successful, you may be invited for one or more interviews. Prepare for these interviews by researching ADvTECH, reviewing the job description, and practicing your responses to common interview questions.

**8. Attend Interviews:**

Participate in the interviews as scheduled. Be professional, enthusiastic, and demonstrate how your skills and experience align with the requirements of the Teacher Internship Program Coordinator role.

**9. Wait for an Offer:**

If you are selected as the preferred candidate, you will receive a job offer from ADvTECH. Review the terms and conditions of the offer, negotiate if necessary, and accept the offer if you are satisfied.

**10. Onboard and Begin Your New Role:**

Once you have accepted the offer, follow ADvTECH's onboarding process to become a part of their team. You will receive information about your start date, orientation, and other important details.