

*2010 Jordan School Administrator  
Hosting Exchange Program*

*Educational Seminar*

**Application for U.S. Schools**

*To Host a*

**SCHOOL ADMINISTRATOR FROM JORDAN**



*Sponsored by the Bureau of Educational and Cultural Affairs (ECA)  
U.S. Department of State and  
Administered by American Councils for International Education and the  
U.S. Embassy and the Ministry of Education in Jordan*

# **EDUCATIONAL SEMINAR: 2010 JORDAN SCHOOL ADMINISTRATOR HOSTING EXCHANGE PROGRAM**

## **Program Overview:**

The 2010 Jordan School Administrator Hosting Exchange Program provides an opportunity for U.S. schools to host an administrator from Jordan, in early October 2010, to visit and shadow U.S. administrators, observe interactions between teachers and students during regular classes, and experience home hospitality in the host community. The majority of Jordanian administrators work as school principals. The Jordanian administrators take part in a 3-day orientation in Washington, DC, where they visit schools, participate in cultural events, and attend a leadership workshop. The administrators will then job shadow with their U.S. host school administrator for approximately ten days. Prospective host schools should plan to arrange a home stay for the ten-day shadow and observation visit. Prospective host schools and faculty should also plan to allow the Jordanian administrators to tour schools and observe classrooms during regular classes; to gain first-hand knowledge of pre-service, in-service and professional development opportunities for administrators and teachers; to learn about parental involvement and volunteerism; observe student council and other student activities and PTA meetings; and to participate in host community cultural outings. Prospective host schools and faculty should be dynamic, creative, open and have a sincere interest in sharing their best practices as well as learning from the experience of others and will be eligible to participate in alumni activities that foster communication between American and Jordanian schools.

## **Jordanian School Administrator Host Exchange Program goals:**

- To support mutual understanding between school administrators in the U.S. and Jordan through professional development and exchange;
- To provide U.S. and Jordanian administrators with the opportunity to interact with one another, other administrators, teachers, students and community leaders and to share perspectives and best practices on their respective school systems and management;
- To support the internationalization and increased quality of instruction in the U.S. and Jordan;
- To increase American students' and communities' knowledge of global issues, and to provide them with the opportunity to learn about Jordanian culture and society.

## **Grant Provisions:**

- Program stipend, travel cost and an incidental allowance will be provided to the Jordanian administrator.
- Host school will receive \$650 to assist the school and host community support the exchange of the Jordanian administrator.

## **Educational Seminar:**

### **Jordan Administrator Host Exchange Program Award Qualifications and Selection Criteria**

- The U.S. Embassy in Amman, in collaboration with the Ministry of Education in Jordan, will work closely together to identify, recruit and select the best administrators for the program;
- The ideal U.S. host administrator/school should embrace opportunities to share and learn from the guest administrator.
- Selection will be based on the program application and statement of purpose. Candidates representing schools may be asked to participate in a telephone interview.

**Calendar for the Educational Seminar:  
2010 Jordan School Administrator Exchange Program**

Application Deadline	March 12, 2010
Interviews	Late March 2010
Notification	April 2010
Program Orientation in Washington	Late September 2010
Program Dates in Host City	Early October 2010
Program Debrief in Washington	Mid October 2010

**EDUCATIONAL SEMINAR APPLICATION:  
JORDAN HOST EXCHANGE PROGRAM**

*PLEASE TYPE OR PRINT IN BLUE OR BLACK INK. PLEASE SEND THE ORIGINAL AND 2 COMPLETED COPIES OF THE APPLICATION*

**Biographical Information of Primary Host**

1) Title: \_\_\_\_\_

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Sex    Female    Male    Country of Citizenship: \_\_\_\_\_

Home Address:

\_\_\_\_\_

Street address and number

\_\_\_\_\_

City, State, Zip Code

Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Home phone: \_\_\_\_\_

2) **School Name and Information**

\_\_\_\_\_

School Phone: \_\_\_\_\_

School Fax: \_\_\_\_\_

School Website: \_\_\_\_\_

\_\_\_\_\_

**School Street address**

**City, State/Province, Zip Code** \_\_\_\_\_

**Supervisor/Superintendent:** \_\_\_\_\_

<b>Number of Teaching Staff:</b> _____	<b>Type of School:</b>	Public	Charter
		Private	Magnate
<b>Number of Students in School:</b> _____		Religious	

<b>Population of City where School is located:</b> _____	<b>School Location:</b>	Urban
		Suburban
		Rural

**School District Name and Address**

**School District Phone Number**

\_\_\_\_\_

\_\_\_\_\_

**School Description:** Include academic levels, ages and demographics of student body, teaching methods, resources, number of students who receive free or reduced lunch, amount of per student funding and special features or programs.

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**Describe any previous hosting experience:**

**Describe how you and your school/school district will benefit from hosting:**

**Describe the types of experiences you will be able to provide** (classroom observation, PTA meetings, school board meetings, community volunteerism, etc.)

**HOUSING INFORMATION**

**I will provide housing**

Yes \_\_\_\_\_

**Someone else will provide housing: Please provide**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Number and type of pets:**

**Brief Description of Accommodations:**

**Additional Comments:**

**Signature and Title of Official Hosts:**

**Date:**

**Signature of Principal** (if host is not the principal)

**Date:**

***PLEASE MAIL YOUR HOST APPLICATION PACKAGE TO:***  
**Educational Seminar:**  
**2010 Jordan School Administrator Host Exchange Program**  
American Councils for International Education: ACTR/ACCELS  
1776 Massachusetts Ave., NW, Suite 700  
Washington, D.C. 20036  
Telephone (202)-833-7522  
Fax (202)-833-7523  
Questions: [thair@americancouncils.org](mailto:thair@americancouncils.org)

**EDUCATIONAL SEMINAR:  
2010 JORDAN SCHOOL ADMINISTRATOR HOST EXCHANGE PROGRAM**

**APPLICATION CHECKLIST**

**1) DOES YOUR 2010 JORDAN SCHOOL ADMINISTRATOR HOST EXCHANGE PROGRAM APPLICATION PACKAGE INCLUDE:**

- |  |     |    |
|--|-----|----|
| • <b>A COMPLETE ORIGINAL APPLICATION FORM?</b> | Yes | No |
| • <b>TWO COPIES OF THE FORM?</b>               | Yes | No |
| • <b>ADMINISTRATIVE APPROVAL?</b>              | Yes | No |

**2) ARE YOU SURE YOU ARE ELIGIBLE FOR THIS PROGRAM:**

- |   |     |    |
|---|-----|----|
| • <b>ARE YOU CURRENTLY AN ELEMENTARY, MIDDLE SCHOOL OR HIGH SCHOOL ADMINISTRATOR?</b> | Yes | No |
| • <b>ARE YOU ABLE TO HOST YOUR ADMINISTRATIVE PARTNER FOR TEN DAYS?</b>               | Yes | No |

<b>3) DID YOU MAIL YOUR APPLICATION BY THE POSTMARK DUE DATE MARCH 12, 2010?</b>	Yes	No
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***PLEASE MAIL YOUR APPLICATION PACKAGE TO:***

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American Councils for International Education: ACTR/ACCELS

1776 Massachusetts Ave., NW, Suite 700

Washington, D.C. 20036

Telephone (202)-833-7522

Fax (202)-833-7523

Email: [thair@americancouncils.org](mailto:thair@americancouncils.org)

**Should you have any questions, please contact**

Tim Hair, Senior Program Officer

Teacher Programs

Telephone: (202) 833-7522

Email: [thair@americancouncils.org](mailto:thair@americancouncils.org)

## 2010 EDUCATIONAL SEMINAR: Jordan School Administrator Host Exchange Program

### ADMINISTRATOR PROGRAM SURVEY FORM

The following information is requested on a voluntary basis and will be not be used in the selection process. Your omission of such information will have no effect on your application for the Educational Seminar: Jordan School Administrator Host Exchange Program. If submitted, this form will be detached from your application and will not be seen by the selection committee at any stage of consideration.

**Ethnic/Race Category (please check one):**

**White** (Not of Hispanic Origin)

**Black or African American** (Not of Hispanic Origin)

**Hispanic** (Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.)

**Asian/Pacific Islander** (Persons having origins in any of the original people of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa. The subcontinent includes India, Pakistan, Bhutan, Nepal, Bangladesh, Sikkim, and Sri Lanka.)

**American Indian/Alaskan Native** (Persons with origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation/community recognition.)

**Veteran Status:**

Yes, I served on active duty and was separated from the armed forces under honorable circumstances.

\_\_\_\_\_   
 Dates served

\_\_\_\_\_   
 Branch of Service

No

**Disability Status:**

If you have a disability and would like special accommodation to perform the duties of the position, please explain these limitations and suggest special equipment or physical environment accommodations that will be needed:

From what source(s) did you learn about the Educational Seminar: Jordan School Administrator Host Exchange Program? Please check all that apply.

- Direct Mailing \_\_\_\_\_
- U.S. Government-Sponsored Program Alumna/Alumnus (please specify) \_\_\_\_\_
- Colleague \_\_\_\_\_
- Internet/Listserve (please specify) \_\_\_\_\_
- Other (please specify) \_\_\_\_\_

Have you previously applied for a U.S. Government funded exchange program? Y\_\_\_\_ N\_\_\_\_  
If yes, when? \_\_\_\_\_