



Avicenna International Community College Ltd.

Vocational teacher selection procedure

Tbilisi

2018

Article 1. General Provisions

1.1. The rule of selection of the vocational teacher (hereinafter the rule) aims to select vocational teachers with qualified, relevant knowledge, experience and necessary skills.

1.2. The vocational teacher is selected in accordance with the present Rule and the applicable legislation.

Article 2. Vocational teacher

2.1. In accordance with the Law of Georgia on Vocational Education, a vocational teacher may be the holder of the qualification of IV or V level of higher education or vocational education, having at least 3 years of experience working with the relevant profession.

2.2. Vocational teacher of IV level qualification does not have the right to teach in the V cycle educational program.

Article 3. Selection of a vocational teacher

3.1. In order to select a professional teacher, based on the order of the Director of the Institution, the vacancy of a professional teacher will be published on the official website of the institution and / or the relevant employment sites, where the name of the vacancy, the qualification requirements corresponding to the vocational education program, the documents, the terms and other conditions are indicated.

3.2. From the day of publication of information about vacancy, the documents will be accepted and reviewed. After examining the submitted documents for determination of the qualification, the director of the institution and the quality assurance manager are interviewed with the selected candidates. In case of positive results of interview, the Director shall issue a decree on the basis of which the candidate of a selected professional teacher is set up in accordance with the relevant requirements of the legislation.

3.3. When selecting a candidate for a professional teacher, the relevant qualification and / or experience of working with the sectoral profile should be taken into consideration.

3.4. The institution may establish additional requirements in accordance with the requirements of the vocational educational program.

3.5. In the course of practical training on the practice base, the practice will be implemented by the appropriate persons and / or professional teachers offered by the base (practice object).

3.6. A person implementing a practical component should meet the relevant requirements for the professional teacher in accordance with the present rule and legislation.

Article 4. Documents to be submitted

4.1. Candidate of the selected professional teacher must submit the following documentation:

- a. Statement on the name of the Director;
- b. A copy of the passport / identity document;
- c. Autobiography- cv;
- d. A copy of the education document
- e. Copy of the document confirming relevant professional experience (if any);
- f. Copies of other documents (diplomas, deeds, certificates, etc.).

4.2. The person presenting the documents responsible for the correctness and authenticity of the documents presented by the candidate.

4.3. In case of incomplete submission of the documents listed in paragraph 4.1 of this article, the candidate shall be entitled to a term of 5 working days, After the expiry of the term for removal of the shortcomings, the failure to comply with such documents may be the basis for refusal to conclude a contract.

Article 5. Amendments and additions in the present Rule

- 5.1. The present rule is approved by the order of the director of the institution;
- 5.2. Changes and additions to this rule shall be based on the order of the Director of the Institution.