

# Grants for North American Language and Culture Assistants in Spain

## Information and Guidelines for Candidates from The United States and Canada

School Year 2007-2008

- General Information and guidelines for application.
- Application form (will be available at the beginning of February).
- Check-list for application.
- Frequently asked questions.
- Testimonials offered by Language and Culture Assistants.
- Informative flyer.

### GENERAL INFORMATION AND GUIDELINES FOR APPLICATION

The Ministry of Education and Science of Spain (MEC), through an agreement with the Education Authorities in the Autonomous Regions, has opened the recruitment period for the **North American Language and Culture Assistants in Spain** for School Year 2007-2008.

- Grants offered: Approximately 1000.

- Autonomous Regions participating:

- Andalucía
- Aragón
- Asturias
- Cantabria
- Castilla-La Mancha
- Castilla-León
- Extremadura
- Madrid
- País Vasco
- La Rioja
- ... Other

The Assistants will have the opportunity to learn about the Spanish language and culture and use their experience upon their return to the United States or Canada, thus helping to develop cultural understanding between the citizens of Spain and the United States of America and Canada. At the same time, the program provides

Spanish students and teachers of English an opportunity to broaden and increase their knowledge of the English language and American or Canadian culture through interaction with native speakers.

The Autonomous Regions will assign all candidates, individually, to elementary or secondary schools. The MEC and some of the Regional Education Authorities will organize orientation seminars at the beginning of the school year.

## **I. Requirements**

Candidates are required to:

- Hold a U.S. or Canadian passport.
- Be enrolled in the final year of or have successfully completed their BA, BS, MA or MSc. These university degrees must have been earned within a 15-year period prior to the year 2007.
- Be in good mental and physical health.
- Have an intermediate to advanced level of Spanish.

## **II. Other qualifications to support the application:**

Candidates may also submit the following documentation:

- Teaching experience.
- Experience living abroad.
- Official Spanish-language Diplomas ([DELE](#) or others).
- Knowledge of other languages different from English or Spanish.
- Other degrees different from that required to apply.

## **III. Functions and Duties of the Language and Culture Assistant**

- Grantees will work as **English language and North American culture** assistant teachers under the supervision and guidance of a classroom teacher.
- Assistant teachers will teach **12 hours** per week.
- Assistants and the classroom teacher (or the school representatives) may agree upon other activities and responsibilities in which they should be involved, including attending faculty meetings, making presentations in classes and participating in extra-curricular activities such as, workshops, field trips, student exchanges, music and theater performances, or sports events.

## **IV. Specific conditions of the grants**

- A monthly allowance of €631 after taxes (820 US \$; 967 Canadian \$, as January 24, 2007). The duration of the grant is eight (8) months, October to May, both included.
- Medical insurance.
- Teacher orientation course at the beginning of the school year.
- Official Certificate, issued by the Regional Government.

- Paid school holidays: Christmas and Easter.
- All additional expenses (such as lodging, transportation to and from the country of origin, and meals) are the assistant's responsibility.

## V. Application Procedure

Applications should be completed and **submitted online and sent by mail through April 16<sup>th</sup>, 2007**.

**IMPORTANT:** Before submitting the application, the candidate must print four (4) copies of the completed online application (Click [here](#) to access the application)

Once the application is submitted electronically, the candidate will sign the printed copies and mail three of the signed applications, along with all the required documents listed below, **postmarked on or before April 16<sup>th</sup>, 2007**, to:

**Language and Culture Assistant Program**  
Embassy of Spain - Education Office  
2375 Pennsylvania Ave., NW  
Washington, D.C. 20037

### Contact Information (Please, check also FAQ)

Tel: (202) 728-2335  
Fax: (202) 728-2313  
[norteamericanos@mec.es](mailto:norteamericanos@mec.es)

Candidates may choose up to three Autonomous Communities in order of preference. This selection will be granted by the Selection Committee according to availability.

### Documents to be included with three signed copies of the application<sup>1</sup>:

- Three photocopies of **valid passport**.
- Three passport-size **photographs stapled or glued** to the printed application forms.
- Three photocopies of an original **medical certificate of good health** issued within six months prior to the application.<sup>2</sup>
- Three photocopies of an original **certificate of good conduct/ criminal history background check** issued by the police department of the city or cities where the applicant has resided six (6) months or more in the last five (5) years. For further information see:  
<http://www.embusa.es/cons/acsuspolicerecords.html> (for U.S. citizens)  
<http://www.international.gc.ca/canada-europa/spain/entry-en.asp> (for Canadian citizens). The certificate must have been issued within six months prior to the application.

<sup>1</sup> No additional documents will be accepted after the final deadline.

<sup>2</sup> **VERY IMPORTANT:** Applicants are advised not to send the original documents of the Certificates of Health and Good Conduct as they will be needed to apply for their visas in case they are awarded the grant.

- Three copies (one of them notarized or original) of **academic certification** (transcripts) consisting of level (s) of accomplishment, grades received, and current courses enrolled in. If applicable, please enclose copies of corresponding diploma and official transcript.
- Three copies of a detailed **résumé**, either in English or in Spanish, including the names of all schools attended (elementary, middle and high school).
- **Recommendation letter**, either in English or in Spanish <http://www.sgci.mec.es/usa/AC/report.pdf>. This letter must be sent to the applicant by the person issuing said recommendation in a closed and sealed envelope, with the signature of the sender across the closing flap. Applicant will include this **unopened** letter with the rest of the documents.
- Three copies of a 300-400 word **personal statement**, in Spanish, outlining the applicant's objectives in relation to the program as well as what the applicant feels he/she can contribute to the program.
- Three copies of any **other submitted documents**.
- Three copies of a **dated and signed list of submitted documents** (Click here for a check list).

## VI. Admission of candidates and acceptance of grants

The Education Office of the Embassy of Spain in the United States and Canada will be responsible for the selection process. A list of the candidates selected, as well as a waiting list, will be available by no later than May 1<sup>st</sup>.

Successful applicants will be notified individually, by e-mail, and requested to provide **written confirmation of their acceptance or refusal** of the grant, either by E-mail or fax, within 10 days of notification, to the Office of Education and Science of the Embassy of Spain.

Instructions **about visa application** will be sent to successful candidates after they have confirmed their acceptance.

Subsequent to the acceptance, but before arrival to the school in Spain, should the applicant, under unusual and exceptional circumstances, have to renounce the grant, he/she must immediately send a letter to the Education and Science Commissioner of the Embassy of Spain in Washington, D.C. stating the candidate's reasons for being unable to accept the grant.

Should a circumstance arise after the assistant has begun teaching, requiring him/her to renounce the grant, he/she must send a detailed letter to the school principal who will inform the Autonomous Region Commissioner's Office who, in turn, will inform the Office for International Cooperation at the MEC.

## VII. Approximate number of grants

Autonomous Region of Andalucía	300
Autonomous Region of Madrid	300
Other Autonomous Regions	400
<b>TOTAL</b>	<b>1000</b>

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