

# A RECRUITMENT PROCESS FOR THE SELECTION AND CONTRACTING OF TEACHERS FOR THE IMPROVEMENT OF ENGLISH IN *ESCUELAS NORMALES*

## A CALL for APPLICATIONS

An initiative by the Minister of Education (MOE), through the Under-Secretary for Higher Education (USHE) and the Director General of Higher Education for Professionals in Education, (DGESPE), in accordance with article 38, part I, subsection e) and V of the Federal Statute of Public Administration, 21 of the General Law of Education, and 21 parts I, IV, V and VI of the internal regulations of the Ministry of Education,

## ELIGIBLE APPLICANTS

Graduates of public and private, national and foreign higher education institutions, who have English proficiency, and are interested in taking part in the recruitment process for the selection and contracting of teachers for the improvement of English in *Escuelas Normales* as "*Formador de inglés C*", in accordance with the following:

## TERMS AND CONDITIONS

### I.- CONDITIONS OF ENTRY

1. Those interested in participating in the recruitment process must meet the following requirements:

- 1.1. Be a Mexican citizen, 18 years or older, in full enjoyment of their civil rights, or a foreign national whose residence visa authorizes them to undertake paid work in Mexico, for which they must have the necessary documentation which satisfies the relevant regulation, issued by the National Institute of Immigration.
- 1.2. Are available to offer their services in the selected federal institution, or where appropriate, at the time of their pre-registration demonstrate their wish to offer their services in one of the federal educational institutions with current job vacancies, provided that they obtain a suitable result with regard to the selection criteria.
- 1.3. Do not have a permanent teaching post in the following categories in the national education system: teaching staff, academic consultants, a staff director or supervisor post; or are not in the process of getting one. However, if this is the case, and in the event of being selected, they must resign before they can be hired as *Formador de inglés C*.
- 1.4. A current official identification which shows the holder to be over 18 (ID with photograph, passport or professional identity card).



- 1.5. Personal ID Code Number (CURP)
- 1.6. Birth Certificate
- 1.7. Proof of residence (property tax record, light, gas, water, as well as receipts for natural gas, land phone or cell phone, no more than three months prior to the present).
- 1.8. Naturalization Certificate, where appropriate.
- 1.9. Holder of a Bachelor's degree in whatever subject, awarded by a national or international higher education institution, or issued under the terms of Agreement 286. These terms establish general regulations and criteria for the recognition and equivalency of qualifications, as well as the procedures through which knowledge at all educational levels gained through self-study, through work experience, or based on the system of certification for job training, is accredited. These procedures are published in the Official Federal Journal for 30th October, 2000, revised in different forms 2/4/2017, published in this journal 18th April 2017.

In the case of academic qualifications attained outside Mexico, they must have the relevant recognition issued by the appropriate authority in the national education system.

- 1.10. Certification of English proficiency, which can be demonstrated only through one of the following documents from the University of Cambridge:
  - i. CPE (*Cambridge English: Proficiency*)
  - ii. CAE (*Cambridge English: Advanced*)

In the event that the applicant does not have this qualification they can take it in the first stage of the evaluation process, in accordance with the criteria established in Part VI of the present document.

- 1.11. Certification as an English Teacher, which can be demonstrated only through one of the following documents from the University of Cambridge:
  - i. TKT (Teaching Knowledge Test) Band 3 or 4
  - ii. ICELT (In-service Certificate in English Language Teaching)
  - iii. DELTA (Diploma in Teaching English to Speakers of Other Languages)





In the event that the applicant does not have this qualification they can take it in the second stage of the evaluation process, in accordance with the criteria established in Part VI of the present document.

1.12. Curriculum Vitae with photograph (maximum of two pages in PDF format), set out under the following headings:

i Academic experience, preferably in teaching English: courses, workshops or seminars, tutorials, thesis supervision, student counselling or mentoring, teaching duties in social service on their BA, coordination of study groups and remedial activities; curriculum development activities, including the production of teaching materials.

ii Professional experience: in charge of research projects, participation in academic, work or professional development projects, in both public and private sectors.

1.13. A letter explaining their reasons for applying (a maximum of one page in PDF format) which includes the following:

i Place and date

ii Complete name of the applicant

iii Professional motives in applying for the position

iv The impact that learning English will have on the training of teachers in all levels of education.

v Signature of the applicant at the bottom

## II.- POSTS AVAILABLE

By means of the present Call for Applications, 646 full-time teaching posts in the category of "Formador de inglés C" will be available.

State	Number of posts
Aguascalientes	11
Baja California	18
Baja California Sur	12
Campeche	13
Ciudad de México	33
Coahuila	16

Colima	10
Chiapas	42
Chihuahua	23
Durango	17
Guanajuato	17
Guerrero	28
Hidalgo	18
Jalisco	32
México	64
Michoacán	30
Morelos	5
Nayarit	8
Nuevo León	22
Oaxaca	27
Puebla	39
Querétaro	13
Quintana Roo	7
San Luis Potosí	26
Sinaloa	16
Sonora	21
Tabasco	11
Tamaulipas	7
Tlaxcala	8
Veracruz	18
Yucatán	22
Zacatecas	12



### III.- PRE-REGISTRATION

All applicants should log on to the Pre-Registration System web page for the contracting of English teachers in *Escuelas Normales*: [www.dgespe.sep.gob.mx/convocatorianacional2017](http://www.dgespe.sep.gob.mx/convocatorianacional2017). The pre-registration period will be from the publication date of this document until 22nd of



September 2017. Each branch of the Ministry of Education in all the states will be equipped with computers and internet connections exclusively for pre-registration, in the places and at the times indicated on the above web page. In the case of Mexico City, applicants who do not have a computer or internet connection can pre-register at DGESEPE.

The online pre-registration system for contracting English teachers in *Escuelas Normales* will display a form to complete which asks for general and professional information. In addition, applicants must attach each of the documents set out in 1.4 to 1.13 of Part I of this Call for Applications, in any of the following formats: pdf, jpg, or png, with a maximum size of 2MB. This is to ensure they meet the requirements for participation in the selection process. The Ministry of Education reserves the right, at any point, to verify the authenticity of these documents with reference to what is set out in the following section.

Moreover, the candidates must state on the pre-registration system their acceptance or non-acceptance of the publication of the results of their entrance exam.

Once the pre-registration process is completed, the system will provide applicants a receipt with a number. Within 2 to 4 weeks of completing pre-registration applicants will receive an email with their acceptance or non-acceptance. An acceptance email will also include the office or branch where the candidate will complete their registration, date and time. They should print out and present this together with the requested documentation.

#### **IV- REGISTRATION AND SITES FOR REGISTRATION**

From October 2nd to October 20th 2017, applicants must attend the registration branch allocated at the date and time indicated, to receive their exam receipt. To do so, they must present the receipt obtained through the pre-registration system, as well as the documents specified in 1.4 to 1.13. If there are omissions, alterations or falsifications of documents, the applicant will automatically be eliminated from the selection process or the appointment will be invalidated. This is without prejudice to the administrative or penal sanctions they could incur.

#### **V.- LOCATION OF EXAMINATIONS**

Evaluation procedures for the selection and contracting of English teachers will take place in all states, as set out in the exam receipt issued during the registration.

#### **VI.- EVALUATION PROCEDURES**

First stage. Certification of English proficiency.

Applicants who do not hold an English proficiency qualification must take the Cambridge English: Advanced (CAE), a University of Cambridge exam, which demonstrates that holders of this exam have a C1 level of English in accordance with the Common European Framework (CEFR) for languages. The exam lasts 4 hours and has 4 parts: listening and reading comprehension; oral and written production. The exam will be administered and marked by the

University of Cambridge, using the Cambridge English Scale as the basis for marking, with a minimum grade of 180 and a maximum of 210. This evaluation will be worth at most 30% of the whole mark.

Those applicants who hold either CPE (Cambridge English: Proficiency) or CAE (Cambridge English: Advanced) will be exempt from the language requirement and proceed to the two evaluation processes described in the second and third parts of this section.

The Ministry of Education will cover the cost of the first 1000 applicants in strict order of registration in the pre-registration system. Those applicants who have registered after the first 1000 candidates will have to pay for the exam. The cost of the exam is decided by each certified University of Cambridge exam centre in the country.

It should be noted that the 2 other evaluation methods will not cost anything to those applicants who pass the first stage of the exam.

### Second Stage. Certification of Teaching Skills.

Applicants must take the Teaching Knowledge Test (TKT). This exam focuses on the skills and knowledge an English teacher requires. It consists of three modules which evaluate the following kinds of knowledge: theory and principles of teaching English, the planning of classes and class management. Each module is 80 minutes. This exam will be administered by CENEVAL and marked by the University of Cambridge. This evaluation component is worth 40% of the whole.

If an applicant has the TKT certificate, band 3 or 4, or the ICELT (In-service Certificate in English Language Teaching), or the DELTA (Diploma in Teaching English to Speakers of Other Languages), they only need to take the exam certifying intellectual skills and ethical and professional responsibilities, which is described in the next part of the present section.

### Third Stage. Certification of Intellectual Abilities and Ethical and Professional Responsibilities.

All applicants must take the exam of Intellectual Abilities and Ethical and Professional Responsibilities. This is an objective test consisting of an average of 120 multiple choice items. This test examines the intellectual abilities of the applicant, their communication and study skills, and their ability to reflect on the continuing development of their practice; as well as the attitudes required for the teaching profession, for school administration, and for the forging of links with the community; as well as examining their ethical and legal responsibilities. This exam will be administered by CENEVAL and is worth 30% of the whole evaluation.

## VII.- MARKING PROCEDURE

The marking of the examinations will be carried out in accordance with the following criteria:



Those participants who do not pass the English proficiency exam (CAE), cannot continue to the following stages of the evaluation, since it is necessary to pass all components of the evaluation established in Part VI.

First of all on the preference list will come those candidates with the highest marks. To place these candidates in order, the mark obtained in the TKT will be given the greatest weighting, followed by the mark in the CAE exam and the grade obtained in the exam of Intellectual Abilities and Ethical and Professional Responsibilities. A candidate score will be the aggregate of these three differently weighted marks.

Once results are decided, each of the evaluating bodies will send them to a Specialist Committee made up of a representative appointed by the heads of the following institutions. These persons will draw up the final list of grades.

Ministry of Education  
Professional Teaching Service  
National Institute for Educational Evaluation  
The National Centre for the Evaluation of Higher Education  
University of Cambridge

Candidates' results are final and not subject to appeal.

### **VIII.- PUBLICATION OF RESULTS**

The results of the selection process will be available on the pre-registration system web page [www.dgespe.sep.gob.mx/convocatorianacional2017](http://www.dgespe.sep.gob.mx/convocatorianacional2017) from January 15th 2018.

### **IX.- PROCESS OF CONTRACTING**

Once they have been assigned to a post, applicants will be notified of the place, date and time to appear before the relevant local education authority to complete the contraction process, as well as for the issue of their appointment.

Those candidates who do not agree with the terms and conditions of the selection process will be eliminated. They should provide the local education authority their reasons for disagreement in writing. The assignment of teaching posts will be on the basis of merit: those having the highest grades will be selected.

It should be noted that teachers who are hired must attend induction and socialisation programmes, which will be held in the same *Escuelas Normales* where they will be teaching.

Payment will be based on the monthly salary applicable in the state where the teaching post has been assigned. The following table shows monthly salaries with social security benefits for different states.



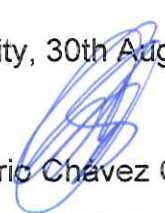
### Monthly Salary by State

State	Monthly Salary	State	Monthly Salary
Aguascalientes	\$ 27,546.88	Morelos	\$ 27,548.68
Baja California	\$ 32,376.98	Nayarit	\$ 24,827.84
Baja California Sur	\$ 33,130.37	Nuevo León	\$ 26,033.16
Campeche	\$ 33,130.38	Oaxaca	\$ 30,041.03
Chiapas	\$ 33,131.00	Puebla	\$ 27,548.68
Chihuahua	\$ 27,548.69	Querétaro	\$ 23,304.79
Coahuila	\$ 27,548.68	Quintana Roo	\$ 31,094.98
Ciudad de México	\$ 33,130.38	San Luis Potosí	\$ 27,824.16
Colima	\$ 26,951.56	Sinaloa	\$ 26,707.40
Durango	\$ 27,548.68	Sonora	\$ 27,548.68
Guanajuato	\$ 27,548.68	Tabasco	\$ 33,449.54
Guerrero	\$ 27,548.68	Tamaulipas	\$ 25,252.74
Hidalgo	\$ 26,005.68	Tlaxcala	\$ 27,548.68
Jalisco	\$ 27,538.48	Veracruz	\$ 27,015.68
México	\$ 27,275.94	Yucatán	\$ 33,130.38
Michoacán	\$ 27,015.68	Zacatecas	\$ 27,548.70

### XII.- GENERAL CONSIDERATIONS

1. The medium of communication between education authority and selected candidates will be email and phone (the land and cell phone numbers provided in pre-registration). The accuracy of the information provided is the responsibility of candidates.
2. The personal information of applicants is confidential and will be treated as such, in accordance with the relevant legal provisions.
3. Matters not addressed in this document, will be decided by the Ministry of Education through DGESPE.

Mexico City, 30th August, 2017.

  
**Dr. Mario Chávez Campos**  
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 Professionals in Education



**S.E.P.**  
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 DIRECCION GENERAL DE EDUCACION  
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