

# 臺南市立中小學英語專長替代役男英語教學運用規定

臺南市政府教育局 101 年 12 月 21 日南市教中(二)字第 1011073267 號函定訂

## 壹、依據：

- 一、101 學年度英語專長替代役男專才專用說明(教育部 101 年 8 月 14 日台國二字第 1010151374 號函頒佈)。
- 二、英語專長替代役男專才專用檢核表(教育部 101 年 8 月 24 日台國二字第 1010159273 號函頒佈)。
- 三、教育部替代役教育服務役役男服勤管理要點。

## 貳、目的：

- 一、督導學校妥善利用英語專長替代役男(以下簡稱英專役男)之人力資源協助學校英語教學相關活動，以發揮提昇學生英語學習興趣與成效之功能。
- 二、使英專役男學以致用，藉其語文專長充實偏遠地區學校英語師資人力，縮短偏遠地區學子學習英語之城鄉教育差距，並協助本市英語資源中心、英語村及全市英語教學相關業務之學校推動英語教育活動。

參、對象：本市有英語專長替代役男服勤之偏遠地區學校及英語中心學校(以下簡稱學校)。

## 肆、勤務內容：

- 一、主要勤務：以協助學校英語教學相關活動為主，如晨間英語會話教學、指導學生參加英語比賽、英語網站的建置、英語教材之設計、協助辦理暑期夏令營、雙語環境佈置等，每週協助學校推廣英語教學活動每週平均時數 30 小時(每次至少 40 分鐘以上)，唯役男不得單獨授課。
- 二、行政支援：如協助維護校園安全、環境清潔及其他臨時交辦事項，唯行政支援時數每週不得超過 10 小時。

## Article 4 – Contents of Duty

### (1) Duty service:

Supporting English teaching related activities, such as morning English conversation teaching, students English contest supervising, school English website establishing, English teaching materials designing, English summer camp assisting and Bilingual environment establishing.

At least 30 hours per week for English specialized Draftees in English teaching activities (at least 40 minutes per each class).

**English specialized Draftees must not teach alone.**

### (2) Administrative Support:

Maintenance of campus safety, environmental cleaning and other temporarily assigned things. The administrative support shall not exceed 10 hours per week.

## 伍、管理督導及專業培訓事項：

- 一、學校應確實安排英專役男每週協助學校推廣英語教學活動每週平均時數 30 小時(每次至少 40 分鐘以上)，及符合有專長專用(行政支援時數每週不得超過 10 小時)，並由學校填妥「工作服勤及研習參與表(B表)」並於每月 10 日前經教學督導人員(教務主任或教導主任)、生活輔導督導人員及校長核章後寄送至本局課程發展科，請自存影本。

## Article 5 – supervision and professional training:

- (1) Schools shall arrange English teaching activities for English specialized Draftees at least

30 hours per week (at least 40 minutes per each class) , and activities shall be in accordance with the specialty of English specialized Draftees. (The administrative support shall not exceed 10 hours per week.) School shall complete “ **School Service and Training Record Form (attachment B)**” , and Send the form which inspected and stamped by the school’ s teaching supervisor (**Director of Academic Affairs Office or Director of General Affairs Office**), life counseling supervisor and the principle, to the bureau of education, Tainan city government before 10<sup>th</sup> of each month. Please keep the original form.

二、學校應督導英專役男每週填妥「**工作日誌(C表)**」及「**英語替代役男工作成果報告表(D表)**」，經教學督導人員(**教務主任或教導主任**)、**生活輔導督導人員及校長核章後**，於下週二前將上週「**工作日誌(C表)**」掃描上傳至本局**學輔校安科**，請自存正本，作為後續教育部及本局進行訪視運用英專役男之用。

(2) Schools shall ensure that English specialized Draftees complete both “**Service Logbook (attachment C)**” and “**Report on teaching service of English specialized Draftees**” each week and upload to the website of **Student Affairs, Counseling and School Safety Division**, with the scan copy that inspected and stamped by the school’ s teaching supervisor (**Director of Academic Affairs Office or Director of General Affairs Office**), life counseling supervisor and the principle. Please keep the original form for the use of further supervision by the Ministry of Education and the bureau of education, Tainan city government.

三、學校應鼓勵英語替代役男參加各種英語教學知能在職訓練，或配合教學活動自行辦理在職訓練，凡教育部及本局(**英語輔導團或課程發展科**)所舉辦之英語相關研習活動，英語專長替代役男應確實參加研習，以增進其專業知識。

(3) Schools shall encourage English specialized Draftees to participate in a variety of knowledge of English teaching training or self-arrange teaching training related to their in-class activities. In order to enrich the knowledge of English teaching, English specialized Draftees shall participate in English activities and training held by Ministry of Education and Bureau of Education, Tainan city government (**compulsory education advisory group of English teaching of Tainan city government or Curriculum Development Division, Tainan city government**).

四、**英專役男在服役期間至少應參與本局辦理之英語相關研習活動達到2次以上**，學校應督導並鼓勵所屬英專役男參加研習，並填妥之「**工作服勤及研習參與表(B表)**」，以為教育部及本局進行訪視運用英專役男之用。

(4)English specialized Draftees are required to participate in English activities and training held by bureau of education, Tainan city government, at least 2 times during their Substitute Services. School shall supervise and encourage their English specialized Draftees to attend English activities and training. School shall complete “ **School Service and Training Record Form (attachment B)**” , for the use of supervision by the Ministry of Education and bureau of education, Tainan city government.

五、**前四項辦理情形將列為各校申請下年度英專役男之評選指標之參考。**

(5)The Completion of the former 4 section will be regarded as a reference for schools to apply for next year's English specialized Draftees.

陸、英專役男之勤務安排應符合專才專用〈請依教育部之「英語專長替代役男專長檢核表(E表)」〉，隨時檢核並善加利用此項人力資源，凡經本局及教育部查證有未專才專用之狀況者，將立即將該役男調至有需求之學校，並取消爾後申請英專役男之資格。

The English draftees' service arrangements shall be accordance with the draftees' specialties. (according to "English specialized draftees' expertise Checklist (attachment E)" of Ministry of Education ) Schools shall inspect and make proper use of their English specialized draftees. If there is any improper use or not within the draftees' specialties verified by the Ministry of Education and bureau of education, Tainan city government, the school's applicant qualifications for the English specialized draftees' will be cancelled and the school's English specialized draftees will be transferred to the schools with a demand of English specialized draftees.

柒、本局(學輔校安科、課程發展科及英語輔導團)將配合教育部持續作不定期訪視，屆時請各校提供資料，以了解各校運用英語專長替代役男之實際狀況俾教育部政策參酌。

The authority (Student Affairs, Counseling and School Safety Division, Curriculum Development Division, Tainan city government and the compulsory education advisory group of English teaching of Tainan city government )will make occasional visits with the Ministry of Education to understand the actual situation of the use of English specialized draftees in each schools and collect them as a basis for further policies.

捌、本規定未規定者依教育部替代役教育服務役役男服勤管理要點或相關法令規定辦理，如有未盡事宜者，得另函補充之。

Any matters outside this regulation will be in accordance with relevant laws and regulations by 教育部替代役教育服務役役男服勤管理要點. Any matters do not prescribe in this regulation, will be able to make further supplement within this regulation.