



Ministry of Education
Educators Administration
Division A: Internship and Teacher Induction
Immigrant Teachers Unit

Absorbing New Immigrant Kindergarten Teachers and Schoolteachers in Israel's Education System

Information Booklet for the New Immigrant Teacher:
Processes and Contact People



ריכוז והבאה לדפוס: רותי זוסמן
עריכת לשונית : יעל לביא - בליווייס
תרגום: סגיר, תרגומים בינלאומיים בע"מ
עיצוב גרפי: סטודיו "שחר שושנה"
הוצאה לאור: גף הפרסומים, משרד החינוך

Dear Olim

Congratulations on your decision to make Aliya and to settle in Israel. This is not an easy step, and we admire your decision.

Absorption of immigrant teachers is an important mission for the State of Israel, and for the education system in particular. There is no doubt that your integration in education and teaching in Israel will greatly benefit us all.

To ease your integration into the education system, we have compiled the following booklet, which lists the steps in the absorption process, the documents required at every stage, and ways of communicating with contact persons.

We hope that this booklet will assist you in your swift acclimatization.

A special thanks to Zipi Kurizki who leads the advancement of immigrant teachers in the Pre-Service and Internship Department headed by Dr. Sara Zilberstrom.

We wish you a pleasant and easy absorption in Israel and in the education system.

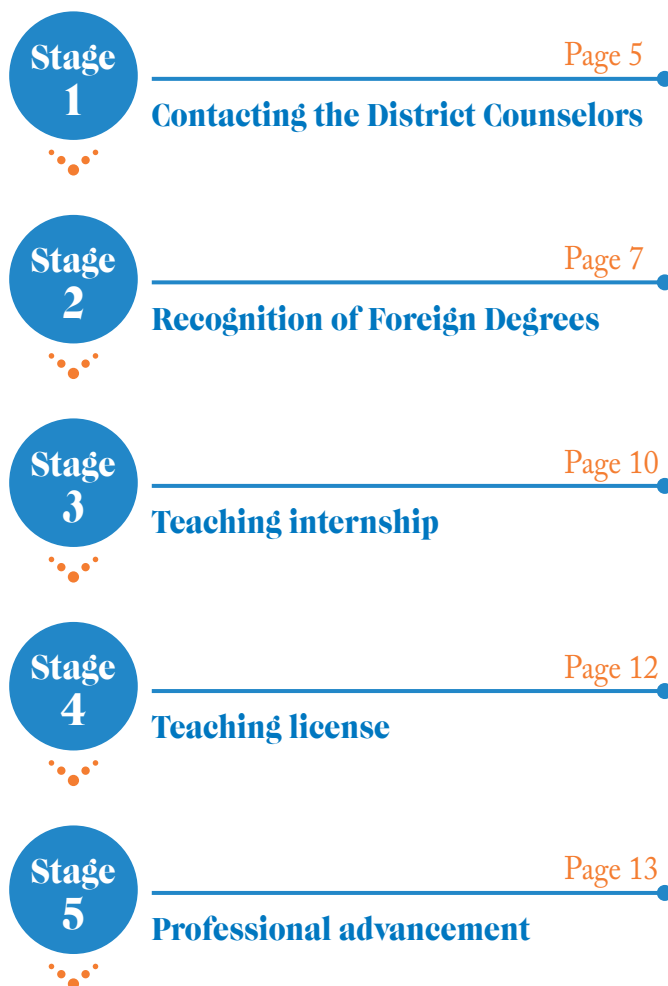
Wishing you every success

Eyal Ram

Deputy Director

Teaching Personnel, Training and Professional Development
Administration

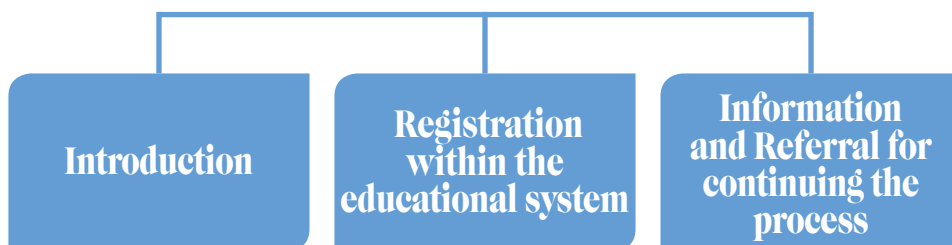
Stages in the Process of Hiring New Immigrant Teachers in the Israeli Education System





Stage 1

Contacting the District Counselors



The District Counselors for your district, are your resource people for all requests or questions. They will help you throughout the absorption process until your successful placement as a teacher. Please do not hesitate to contact them.

- We recommend that you bring the following documents to the first meeting with your district counselor:
 - Identity card (*teudat zehut*) / Immigrant card (*teudat oleh*)
 - Any and all documents testifying to your academic background and teacher training
- The first meeting with the district counselor will include a personal interview, entry of your personal data into the Ministry of Education database, explanations and guidance regarding the remainder of the teacher absorption process.

To schedule an introductory meeting with the counselor in your district, see the contact list below:

District	Name	Reception hours	Office address	Work Phone	Fax	E-mail
North	Zahava Keren	Thursday 12:00	Gov't Quarter, Nazareth Illit Second floor, Room 451	04-6500266 Mob: 054-5895454	04-6500283 04-9976982	Zehavak2@gmail.com
Haifa	Oren Beck	Tuesday 10:30-12:30	Gov't Quarter, Haifa	04-8632718 Mob: 052-4367218	04-8632575 C/O Oren Beck	orenbeck@education.gov.il
Central Israel	Yardena Alon	Monday 14:00-16:00	2 HaShlosa Street – Moskowitz Building, Tel Aviv Floor 15, Room 1552	03-6896704 Mob: 050-6280341	03-6896784	Yardenaal12@education.gov.il
Tel Aviv	Nitza Halevi-Cohen	Monday 10:00-16:00	2 HaShlosa Street - Moskowitz Building, Tel Aviv Floor 5, Room 510	03-6896035 Mob: 054-5550610	03-6896365	hcnitza@gmail.com
Jerusalem and Manhi	Yael Kanetti	Monday 13:00-15:00	22 Kanfei Nesharim Street, Jerusalem	02-5601532 Mob: 054-4677373	02-5601591	Yaelk5555@gmail.com
South	Galia Yonin	Tuesday, Thursday 10:00-16:00	4 Hatikva Street, Be'er-Sheva, 1st Floor Room 1084	08-6263272 Mob: 054-5886786	08-6263031	galiay@education.gov.il
Rural Education	Yoel Grumbeck	Monday 9:00-15:00	2 HaShlosa Street, Tel Aviv	03-6898749 Mob: 054-2610003	03-6898746 C/O Yoel	yoelgrum@gmail.com
Immigrant teachers from France	Hadassah Mamou	Monday, Thursday	2 Dvora HaNevi'a Street, Jerusalem	02-5603674 Mob: 050-2350073		hadassa.mamou@gmail.com

Immigrant teachers from the CIS may contact Galia Yonin, National Counselor for new immigrant teachers from the CIS. Tel.: (08) 626-3272; Mobile: 054-588-6786.

French-speaking immigrant teachers may contact Hadassah Mamou, National Counselor for new immigrant teachers from France and Belgium. Tel.: (02) 560-3674; Mobile: 050-235-0073.



Stage 2

Recognition of Foreign Degrees

1. Academic degree

Department for the Evaluation of Foreign Academic Degrees and Diplomas

This is the agency authorized by the State of Israel to assess the academic degrees of those who have graduated from institutions of higher education in foreign countries. The Department for the Evaluation of Foreign Academic Degrees and Diplomas compares foreign degrees with their Israeli counterparts, solely for purposes of determining pay grade.

Website:

[Department for the Evaluation of Foreign Academic Degrees and Diplomas](#)

Haifa District: Beit HaMifrash, 15 Flim Street, Haifa, Tel.: 04-8632566

Jerusalem District: 22 Kanfei Nesharim Street, Jerusalem, Tel.: 02-5601684

Southern District: 4 Hatikva Street, Kiryat HaMemshala Building, 1st Floor, Room 1808, Tel.: 08-6263255

2. Teaching certification

Teaching Diploma Evaluation Committee – Division of Internship and Teacher Induction

The authorized entity at the Ministry of Education to assess the teaching certificates of graduates of foreign institutions of higher education. Assessment is based on comparing the teaching certificate to its Israeli counterpart.

Website: [Staj unit](#)

Committee Chair: Dr. Yehuda Schwartz

Committee Coordinator: Moshe Meir

Committee members: Debbie Wiener, Ilana Dinor

For information, please contact your district counselor.

Stage 2 → Recognition of Foreign Degrees → Academic degree

Required documents:

- Degree assessment application form
- Identity card
- Teudat oleh/returning resident card
- Diplomas testifying to each academic degree
- Official transcripts for each academic degree
- Transcripts of prior study

Translation of documents:

Academic degrees will be considered for recognition only after the original documents or certified copies thereof have been submitted, as well as translations of the documents into Hebrew, notarized by an Israeli notary. Assistance with translation may be obtained free of charge via the Ministry of Immigrant Absorption.

Maybe it should say All document must be translated into Hebrew and notarized by an Israeli notary public.

Evaluation of academic degrees prior to aliya:

New immigrants who wish to have their academic degrees assessed before they immigrate to Israel may do so by following the following procedure:

- Have the documents translated into Hebrew or English by a translator who works with the Israeli consulate. Have the translation stamped with the consulate stamp to verify that it has approved the translation.
- Fill out the Academic Degree Evaluation Application Form – link to the forms in [Hebrew](#) and [English](#). The documents and application form should be sent by mail to the following address: Ministry of Education, Department for the Evaluation of Foreign Academic Degrees and Diplomas, 22 Kanfei Nesharim Street, Jerusalem.

Additional information can be found on [the website of the Department for the Evaluation of Foreign Academic Degrees and Diplomas](#).

Tel.: (02) 560-1684. Opening hours: Sunday, Tuesday and Thursday, 8:30-13:00.

Stage 2 → Recognition of Foreign Degrees → Teaching certification

Required documents:

- Diploma evaluation application form
- Identity card
- Teudat oleh/returning resident card
- Teaching certificate or teaching license
- Signed transcript for teaching certification studies
- Official documentation of tenure as teacher

Document translation

Evaluation of a teaching certificate is possible only after the original documents or certified copies have been submitted, The documents must have been translated into Hebrew and notarized by an Israeli notary public. Assistance with translation may be obtained free of charge via the Ministry of Immigrant Absorption.

Principles for recognition of teaching certification

- The Committee will recognize the new immigrant's teaching certificate if it is recognized in the country where the studies took place.
- If the immigrant teacher comes without an academic degree and the Committee recognizes his teaching certificate, he will be referred for completion of an academic degree as is customary in Israel.
- If the Committee does not recognize the new immigrant's teaching certificate, the teacher will be referred to one of the colleges for fulfillment of teaching certification requirements.
- A recognized academic degree that includes subject-teaching certification (e.g.: a degree in mathematics or English instruction) will be treated, for all intents and purposes, as an academic degree and teaching certificate.

Stage 3

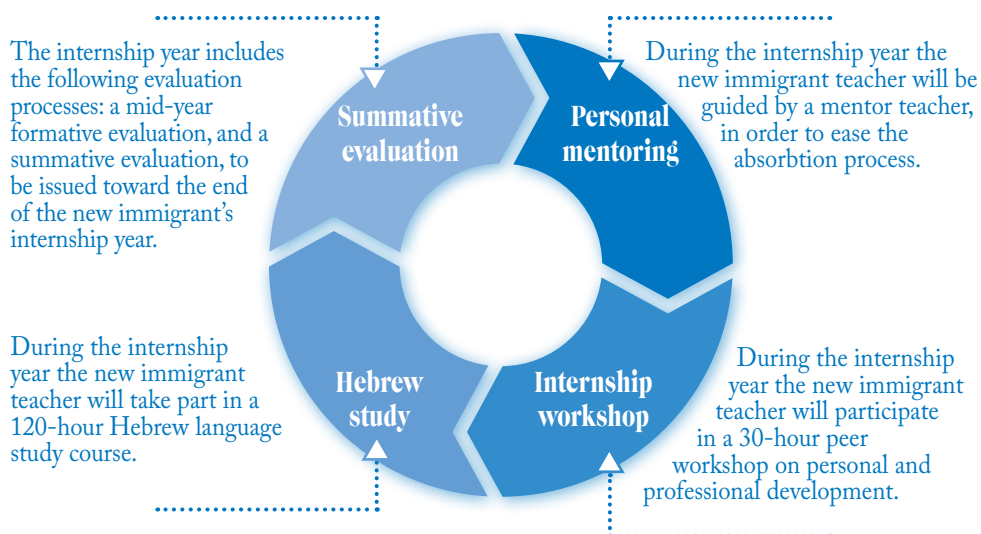
Teaching internship

A successful internship year is one of the conditions for receipt of the license to practice teaching.

The first year that a new immigrant holds a teaching position is considered an internship year, if the position is at least 1/3 time. These teachers are considered, for all intents and purposes- beginning teachers. Thus, the first work year is an “internship year for new immigrant teachers.”

The internship year has four components: mentoring, workshop, Hebrew language study and a summative evaluation.

Those required to undergo an internship year: new immigrant teachers absorbed by the education system from the 2016-2017 school year and onwards.



Please note:
exemptions from Hebrew study will be given to those who meet one of the following conditions:

1	2	3	4
Possesion of an Israeli matriculation certificate	Possesion of a diploma testifying to the completion of Hebrew language courses at recognized academic institutions abroad	Confirmation of having completed Hebrew study ulpan at level Dalet	A passing grade on the Yael Hebrew proficiency test given by the university-based National Institute for Testing and Evaluation.

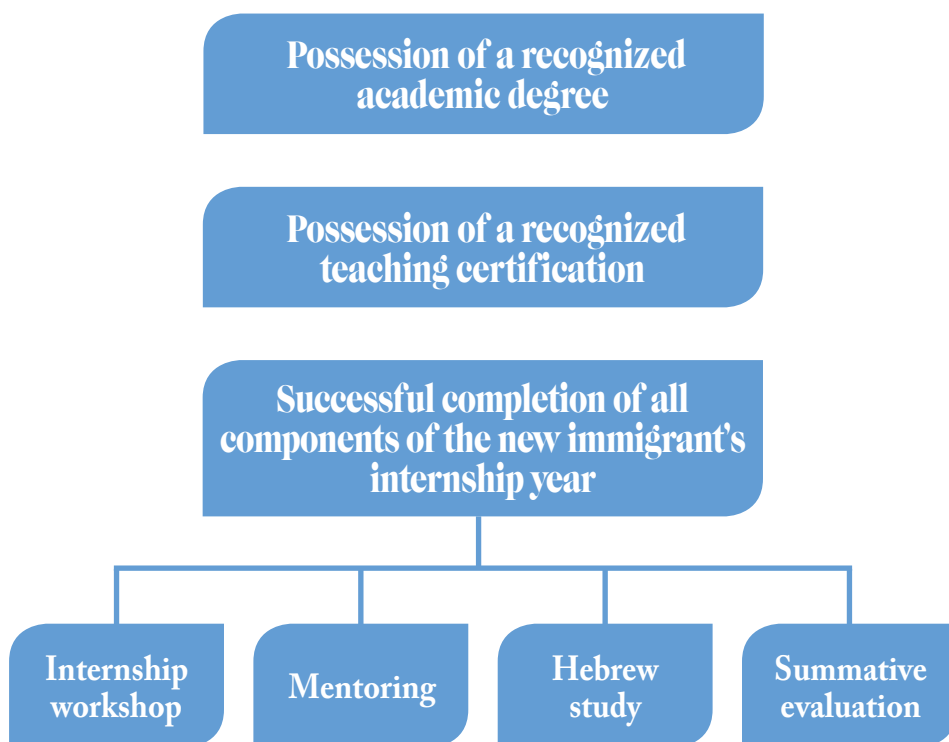
Applications for exemption should be referred to the district counselors.



Stage 4

Teaching license

Receipt of a teaching license is conditional upon the fulfillment of the following requirements by the new immigrant teacher:





Stage 5

Professional advancement

Upon receipt of the teaching license, the new immigrant teacher will proceed with the accepted professional advancement processes:

In-service training in subject areas

- Per the MAFMAR Chief Inspector of the specific subject and system requirements. These are not a condition for licensing.

In-service training offered by the Division of Internship and Teacher Induction

- **Imparting Jewish identity and Israeli culture:**
Elective in-service training activities aimed at deepening the new immigrant teacher's familiarity with the culture of Israel, and Jewish and Zionist heritage. The courses will help new immigrants explore issues of identity based on an understanding of fundamental concepts, ideas and sources of Israeli and Jewish tradition, while introducing them to key figures who in Jewish and Israeli history. In-service activities will be conducted within the framework of professional development and are NOT a condition for obtaining a teaching license.
- **National study days:**
designed to forge the new immigrant teacher's professional, social and personal identity during his first years of employment in the education system.

Eligibility for incremental hours

- During the new immigrant teacher's first years of employment he is. The new immigrant teacher is entitled to placement assistance during the first years of employment, from the Ministry of Education This is made available via "incremental hours" given to the school/ employing entity.
- In pre-school and elementary education, teachers are eligible for up to 8 incremental hours, with matching hours allocated by the school. In junior high school and high school, teachers are eligible for up to to 6 incremental hours, with matching hours allocated by the school.
- Eligibility for incremental hours applies for up to six years from the date of aliya. In exceptional cases, hours may be approved for those who immigrated more than six years prior to beginning their work as teachers.

Additional information can be found in the Director General's Circular, *Permanent Instructions*, September 2016.

We wish you success and a pleasant absorption