

Korean language teacher, head of department

Ergasheva Durdona Azimdzhonovna

Reception hours: Monday 15: 00-16: 00

Friday 15: 00-16: 00

Phone: +99871 129-40-40 (139)

Email: d.ergasheva@ytit.uz



EDUCATION

2004- 2008 Samarkand State Institute of Foreign Languages Undergraduate

(Korean philology)

2019 ~ Tashkent State Institute of Oriental Studies (Master, 1st year)

WORK EXPERIENCE

2008-2009 14th school of Kattakurgon, Samarkand region

2009-2011 Agency for External Labor Migration (Korean Language Teacher)

2011-2014 Translator of the Korean company TIG in Tashkent

2014-2018 Education Center of the Republic of Korea in Tashkent (Korean language teacher)

2018 - Yeosu Tashkent Institute of Technology (Head of Department, Korean Language Teacher)

Attended:

June 13-24, 2016 Seminar for teachers at the Education Center of the Republic of Korea in Tashkent

June 19-30, 2017 Seminar for teachers at the Education Center of the Republic of Korea in Tashkent

February-May, 2017 Online course at King Sejong Institute

July 25-28, 2017 “Teaching Methods” Program jointly with the Almaty Korean Center and King Sejong Institute

July-August, 2018 Participation in a seminar at Silla University

June 22-24, 2019 Seminar for teachers at the Education Center of the Republic of Korea in Tashkent

October 15-16, 2019 Seminar for teachers at the Education Center of the Republic of Korea in Tashkent

Responsibilities of the head of department:

1. Organizes current and future planning of the department;
2. Organizes the introduction of information technology in the work of the department;
3. Bears full responsibility for the quality and timeliness of tasks, the implementation of the work plan of the Department in all areas of activity.

4. If necessary, on the basis of a submission by the head of the Department in agreement with the leader and on the basis of his order, the head of the Department may delegate part of the functions of managing the Department to other employees of the Department.

5. Assists teachers in the development of innovative programs and technologies;

6. Responsibility for the proper and timely implementation by the Department of the requirements stipulated by the Regulation lies with the head of the Department.

7. The head of the Department has personal responsibility for:

- Organization of the Department's activities in fulfilling the tasks and functions assigned to the Department;
- organization at the Department of operational and high-quality preparation and execution of documents, record keeping in accordance with applicable rules and instructions;

- observance by employees of the Department of labor and production discipline;

- ensuring the safety of property assigned to the unit, and compliance with fire safety rules.

8. Organizes educational work for parents, accepts parents on the organization of the educational process in the subjects of the department;

9. Provides the study, formation, synthesis and dissemination of advanced pedagogical experience of the department staff;

10. Updates the content of education, curricula, programs, in accordance with the fundamental documents of educational authorities and changes in society;