

Personal info

Name **HELGA KRALJIK**
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date of birth March 20, 1974
Birth place Vienna, Republic of Austria

WORK EXPERIENCE

**September 2005 –
ongoing**
Workplace

Ban Josip Jelačić High School, Dr. Franje Tuđmana Square 1, 10 290
Zaprešić
teacher of English and German

Duties and
responsibilities

1. teaches general high school students, economic technicians, hotel and tourism technicians, computer technicians, salespeople, hairdressers and cooks, waiters and confectioners
2. 2019-2022 awarded four times as one of the most successful teachers in the Republic of Croatia
3. Leader of the Foreign Language Professional Activity in the school years 2012/2013, 2014/2'15. and 2019/2020.
4. Regular participation in the organization: school competitions in English and German, DSD I of written and oral exams, translation competition at the representative office of the EC in the Republic of Croatia in Zagreb - Juvenes Translatores, international competition in English at the school level Hippo Competition
5. October 2019
 - the European Language Label award for the Jane Austen in the 21st Century project
 - recognition of the European language mark for the project QR Codes and digital materials instead of printed materials: Why should I visit Novi dvori?
6. Member of the County Committee for the Implementation of the County Competition in English and the County Committee for the Implementation of the County Competition in German
7. Member of the State Examination Commission for English in the 2017/2018 school year.
8. mentor tutor for English language students
9. Coordinator of Erasmus+ KA 101, KA 229 projects and Accreditation in the field of general education
10. member of the school's eTwinning team: writing an application for an eTwinning school, European and National Quality labels, coordinator of international eTwinning projects
11. Academy of Central European Schools - team member
12. Active member of the *Ban* School Cooperative - head of the Section for International Cooperation
13. coordinator of the extracurricular activities of the Section for encouraging multilingualism
14. An active member of the environmental and humanitarian action of the Ban Čepić school - Expensive medicines with plastic caps
15. regularly participates in conducting the State Matriculation Examination

<p>July 2019 – ongoing Workplace</p> <p>Duties and responsibilities</p>	<p>School for life projecz and i-teaching project led by Ministry of Science and Education, Zagreb</p> <ol style="list-style-type: none"> 1. preparation of methodological recommendations in the 2nd, 3rd and 4th rounds (15 methodological recommendations for English and German, 1st grade of secondary school) 2. creation of video lessons for distance learning (co-author for 24 lessons: English and German language, 1st, 2nd and 3rd grade of high school)
<p>September 2012 – ongoing Workplace</p> <p>Duties and responsibilities</p>	<p>Školska knjiga, a publishing firm in Zagreb</p> <p>Co-authorship of textbooks, workbooks and additional digital content for the German language - a set approved for the 3rd grade of secondary school in the curriculum reform, May 2020.</p> <ol style="list-style-type: none"> 1. Deutsch ist klasse 3, textbook https://www.e-sfera.hr/prelistaj-izdanje/6313cfeb-1f39-4897-8f02-cfa0b53c088e 2. Deutsch ist klasse 3, workbook https://www.e-sfera.hr/prelistaj-udzbenik/7adbaa76-1c3e-480c-af58-afba036a116b 3. Deutsch ist klasse 3, digital materials https://www.e-sfera.hr/udzbenicke-serije/podrska/6313cfeb-1f39-4897-8f02-cfa0b53c088e
<p>2011 – 2021. Workplace</p> <p>Duties and responsibilities</p>	<p>National Center for External Evaluation of Education,</p> <ol style="list-style-type: none"> 1. Member of the Commission for the preparation of test materials for the English language (Expert working group) 2. Work on the ESCL project (as an educator and evaluator) 3. Work in the group that determined the passing threshold for the German language at the state matriculation exam in the school year 2009/2010, 2011/2012. and 2012/2013. 4. Work in the group that determined the passing threshold in English at the state matriculation exam in the 2012/2013 school year. 5. Member of the assessment group for the English language 6. Workshops for the training of evaluators of national exams (participant)
<p>January 2010 Workplace</p> <p>Duties and responsibilities</p>	<p>Ministry of science, education and sport, Trg hrvatskih velikana 6, 10000 Zagreb Telefon: 385 1 4569 000</p> <ol style="list-style-type: none"> 1. Work in the expert committee for evaluating textbooks and other teaching aids

<p>September 2002 – September 2005 Workplace</p>	<p>Ministry of Defense, Command for Joint Education and Training, School of Foreign Languages „Katarina Zrinski”, Ilica 256b, 10 000 Zagreb, (01)3786-215, faks: (01)3786-471</p>
<p>Duties and responsibilities</p>	<p>STANAG testing team member</p> <ol style="list-style-type: none"> 1. Work on the preparation of the STANAG 6001 English language exam 2. Work on test standards and test specifications 3. International cooperation in trial testing 4. Exam administration and statistical analysis 5. Training of examiners 6. Training of teacher educators 7. Cooperation with the Ministry of Defense and the General Staff <p>As part of the Peacekeeping English Project, he organizes and leads teacher training. Involved in courses and seminars organized by the PEP project and the British Council, in the training of teachers and educators in Slovenia, Poland, Romania, Hungary and Georgia.</p>
<p>June 1999 – September 2002 Workplace</p>	<p>Ministry of Defense, Command for Joint Education and Training, School of Foreign Languages “Katarina Zrinski” Teacher of English as a foreign language</p>
<p>Duties and responsibilities</p>	<ol style="list-style-type: none"> 1. Teaching English 2. Development of achievement tests 3. Creation of teaching materials 4. Creation of NPP for English for special purposes 5. Work on professional development, participation in workshops
<p>September 1996 – June 1999 Workplace</p>	<p>High school ‘Isidor Kršnjavi’ 31 500 Našice Teacher of English and German as a foreign language</p>
<p>Duties and responsibilities</p>	<ol style="list-style-type: none"> 1. Teaching English according to the prescribed program 2. Head of the Professional Foreign Language Program (1998/1999)
<p>Training and professional development</p>	
<p>September - October 2009</p>	<p>European Computer Driving Licence</p>
<p>October 2002 – November 2003</p>	<p>Lancaster University, Department of Linguistics and Modern English Language, UK</p>

	MA / Postgraduate Certificate in Language Testing
May 2002 – August 2002	Defense Language Institute, English Language Center, DLIELC, USA Management in English Language Training Advanced Language Proficiency Skills Course
1992-1998	University of Osijek, Faculty of Education in Osijek Department of English and German Teacher of English and German modern language with literature
Professional development	
6-17 August 2001	„English for Military Purposes – Course and Syllabus Design“, University College Plymouth St Mark & St John, Plymouth, UK (sudionik)
May - August 2001	"Advanced Language Proficiency Skills Course", Lackland Air Force Base, Texas (sudionik)
October 2002 – November 2003	Postgraduate Course in Testing, Lancaster University, UK
February 2004	STANAG test sessions
Published works	<ol style="list-style-type: none"> 1. TEXT ATTACK - TAKING THE TEXT BEYOND THE PAGE, HLT Magazine, 2001 http://www.esoluk.co.uk/calling/pdf/easification_strategies.pdf 2. HUPEzine, No 9, May 2018: The 21st Century Classroom - Our first KA1 Erasmus+ project 3. HUPEzine, No 11, May 2019: Jane Austen in the 21st Century 4. Visibility of eTwinning Projects Group, Volume 7, June 2019: Clicks in the City https://joom.ag/4MeL
Special skills	<p>Information technology. Excellent knowledge of working with: standard word processing programs (Microsoft Word); table calculations (Microsoft Excel); presentation (PowerPoint); voice and video conference calls (Skype). Skilled Internet user.</p> <p>Digital tools for use in teaching: Kahoot, Padlet, Popplet, SurveyMonkey, Canva, StickyMoose...</p> <p>Digital portals for use in teaching: Portal Nikola Tesla, Google Earth, Learning Designer, Learning Diary (tackk.com), ANVILL...</p>
INTERESTS	Information technology: educational trends for contemporary teaching, digital tools for use in teaching, digital portals for use in teaching, testing, translation