Visiting International Teacher Timeline

January

- ☐ Gather information from VIT web page or a call to KSDE coordinators
- ☐ Plan to attend a informational meeting in your area

February

- ☐ Complete 'Letter of Intent' by end of month

March

- ☐ KSDE compiles Letters of Intent; gather details for interviews
- ☐ Candidates are pre-screened in China and Spain
- ☐ KSDE coordinator's interview trip to China
- ☐ Make candidate recommendation for each Letter of Intent
- ☐ Maintain file of 'wait-list' candidates
- ☐ Districts speak with candidates / make job offers if desired

April

- ☐ KSDE coordinator's interview trip to Spain
- ☐ Make candidate recommendation for each Letter of Intent
- ☐ Maintain file of 'wait-list' candidates
- ☐ Districts speak with candidates / make job offers if desired

May

- ☐ District sends KSDE 'Commit to Hire' and $2000 fee
- ☐ Candidate sends KSDE 'Agreement to Teach in Kansas'
- ☐ KSDE sends Letter of Employment and DS2019 (needed for visa application) to candidate
- ☐ District creates plan for mentors. Send candidate information including pay scale, school year calendar, room assignment, class sizes, housing arrangements, distance to shopping, etc.
- ☐ Candidate applies for visa at U.S. Embassy in Beijing / Madrid

June

- ☐ Candidate orders credential evaluation (one copy to KSDE Teacher Licensure, one copy for school district)
- ☐ KSDE sends schedule of Orientation session (eight days in July, Wichita)

July

- ☐ Candidate attends orientation before leaving home country
- ☐ Candidates arrive in Wichita and attend Orientation
- ☐ Candidates are fingerprinted and start Teaching License application
- ☐ District contact person and mentors attend last day of Orientation and take the candidate home

August

- ☐ Mentors and candidate make all living arrangements
- ☐ Districts orient candidates to their new job
- ☐ Visiting Teacher sends teaching license application to KSDE. When credential evaluations arrive the file will be activated.

September

- ☐ Visiting International Teacher Retreat (1st, 2nd, 3rd year teachers participate)
- ☐ Classroom observations of 1st year participants by KSDE coordinators

October

- ☐ Classroom observations continue

November

- ☐ Professional development opportunities for world language teachers: KSWLA conference, ACTFL convention
- ☐ Teachers planning winter travel out of the United States must submit original DS2019 form to Melanie or Phyllis for signature necessary for readmission. Signature is good for 12 months.

December

- ☐ Attention to semester grades and routines.
- ☐ Rest and relax during the holidays.

January – February

- ☐ Use constructive feedback.
- ☐ Make a commitment to stay another year.

March – May

- ☐ Complete an evaluation of the year.
- ☐ Adjust living arrangements for the coming year, if needed.
- ☐ Teachers planning summer travel out of the United States must submit original DS2019 form to Melanie or Phyllis for signature necessary for readmission. Signature is good for 12 months.

August

- ☐ Teachers send teaching license application to KSDE (no fee required)
- ☐ Enjoy starting the new school year with experience gained