Visiting International Teacher Timeline

January

- ☐ Gather information from VIT web page or a call to KSDE coordinators (785-296-1891)
- ☐ Participate in informational meeting/Adobe Connect

February

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

March

- ☐ KSDE compiles Letters of Intent; gathers details for interviews
- ☐ Candidates are pre-screened in China and Spain
- ☐ KSDE coordinates with Confucius Institute for interviews in China
- ☐ Make candidate recommendation for each Letter of Intent
- ☐ Districts speak with candidates/make job offers if desired

April

- ☐ KSDE coordinators interview candidates from Spain
- ☐ Make candidate recommendation for each Letter of Intent
- ☐ KSDE Maintains a file of "wait-list" candidates, from either China or Spain
- ☐ Districts speak with candidates/make job offers if desired

May

- ☐ District sends KSDE "Commit to Hire" and $2000 fee for each teacher selected
- ☐ Candidate sends KSDE an "Agreement to Teach in Kansas"
- ☐ KSDE sends Letter of Employment and DS2019 (needed for visa application) to candidate
- ☐ District creates plan for mentors. District sends 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 China/Spain

June

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

July

- ☐ Candidate attends orientation before leaving home country
- ☐ Candidates arrive in Kansas and attend VIT 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 candidates ensure all living arrangements are in order
- ☐ Districts orient candidates to their new job, take them to apply for Social Security Number
- ☐ 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 KSDE Coordinator for signature (required for readmission to the US.) Signature is valid 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 KSDE Coordinator for signature (required for readmission to the US.) Signature is valid for 12 months.

August

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