Visiting International Teacher Timeline

Janua	ary	
	Gather information from <u>VIT web page</u> or a call to KSDE coordinators (785-296 1891)	
	Participate in informational meeting/Adobe Connect	
February ☐ Complete "Letter of Intent" by end of month		
	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	
	KSDE coordinators interview candidates 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	
	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	
	Candidate orders credential evaluation (one copy to KSDE Teacher Licensure, one copy for school district) KSDE sends schedule of Orientation session (held in 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.
Septe	mber
Î	Visiting International Teacher Retreat (1 st , 2 nd , 3 rd year teachers participate) Classroom observations of 1 st year participants by KSDE coordinators
Octob	oer
	Classroom observations continue
Nove	mber
	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
Marc	h – 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.
Augu	st
	Teachers send teaching license application to KSDE (no fee required) Enjoy starting the new school year with experience gained