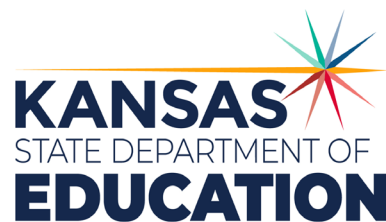


**Letter of Intent Due February 28, 2023**  
Visiting International Teacher (VIT) Program



This *Letter of Intent* **does not obligate** the local school district to hire a teacher from **Spain**. It helps the KSDE coordinator find the most suitable candidate(s) for your district to interview in the initial screening process.

If after submitting this application, you decide not to pursue hiring an international teacher, please notify KSDE. No guarantee can be made to fill the position for which the district is requesting a teacher. Since all candidates experience a long and rigorous application process, withdrawing an offer of employment after the teacher has accepted is strongly discouraged. The hiring process should be conducted in the same professional manner as any other potential new hire.

There is program fee of \$2,000, but it will not be due until after the teacher has signed a teaching contract. KSDE will send your district an invoice in August.

**Deadline:** This Letter of Intent can be completed by typing in the fillable blanks. Letters of Intent must be returned to Dr. Jessica Dorsey, [jdorsey@ksde.org](mailto:jdorsey@ksde.org), by **Tuesday, February 28, 2023**. Letters may also be mailed if it is more convenient. Mailing address is 900 SW Jackson, suite 653, Topeka KS, 66612.

**USD Number and Name** \_\_\_\_\_

**USD District Contact** \_\_\_\_\_

(Name and title of person responsible for interviewing, hiring, and placing the visiting teacher: superintendent, HR director)

**USD Address** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**District Contact E-mail** \_\_\_\_\_

**Name of School(s) where teacher will work** \_\_\_\_\_

**Principal Name** \_\_\_\_\_

**Principal E-mail** \_\_\_\_\_

**Grade level(s) that will be taught** \_\_\_\_\_

**Course(s) that will be taught** \_\_\_\_\_

**District annual salary for a Master's + 2 years of experience** \_\_\_\_\_

Who will be KSDE's contact with the school system **during the interview process**?  
(hours of availability will help us work with time differences abroad)

**Name** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Hours of Availability** \_\_\_\_\_

Do you have current staff willing to serve as the Visiting Teacher's school mentor?

☐ **Yes**      ☐ **No**      **Name** (if known): \_\_\_\_\_

Is your hiring team able to talk about the attributes of your community to help the visiting teacher candidate imagine living in your community for 1-3 years?

☐ **Yes**      ☐ **No**

**Describe the teaching environment as completely as possible.**

Number of teachers at school: \_\_\_\_\_

Approx. number of students per class for this teacher: \_\_\_\_\_

Number of subjects and levels for this teacher: \_\_\_\_\_

Number of preparations for this teacher: \_\_\_\_\_

Will any classes be taught using distance learning technology? \_\_\_\_\_

Will the teacher be provided a curriculum guide for each class? \_\_\_\_\_