



KANSAS
VISITING INTERNATIONAL TEACHERS
2022-2023 HANDBOOK



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Background

The Visiting International Teachers program—based on bilateral cultural agreements sanctioned under the Fulbright-Hays Act of 1961—allows certified teachers from other countries to teach in Kansas schools for a period of up to five years. Kansas is one of many states participating in such programs, but each state has its own specific requirements. In 2001, the Kansas State Department of Education (KSDE) entered into a Memorandum of Understanding (MOU) with the Spanish Ministry of Education and Culture to start the Visiting Teacher from Spain Program.

Since the program's inception, teachers have been hired to teach language courses in Spanish, German, and English as a Second Language. However, teachers from these countries have taught other subjects as well, including art, math, special education, and science, at all levels in traditional programs as well as in dual and bilingual programs.

The Role of KSDE

The Career, Standards and Assessment Services team coordinates the Visiting International Teacher services to participating school districts and teachers. Responsibilities of the Kansas State Department of Education include the following:

1. Pre-screen and interview teacher candidates for prospective job openings.
2. Serve as "Responsible Officers" for U.S. Immigration and Customs Services (SEVIS) to issue a DS2019 form required for a J-1 (Exchange Visitor) visa.
3. Expedite the issuance of a "Visiting Teacher" certificate for teaching in the State of Kansas, including fingerprinting.
4. Provide an orientation week for all new teachers in the program, one or two weeks prior to the beginning of the school year. Provide dates and location well in advance, to facilitate travel planning.
5. Provide an orientation day for the school district, the professional mentor, and the community host designated by the district.
6. Provide a weekend fall retreat for teachers in their first through fifth years of the program.
7. Monitor and mentor teachers to help make the cultural adjustment to the U.S. and to Kansas classrooms.
8. Assist with curriculum development, state standards, and state testing.
9. Assist district administrators when difficulties arise.

The Role of the School District

Where to begin. Districts initiate participation in the Visiting International Teacher program by sending KSDE a "Letter of Intent" found on the [VIT webpage](#). The deadline is the last day of February. The Letter of Intent includes the following information:

- A description of the position to be filled.
- A description of the support team, which includes a district facilitator, classroom mentor, and community mentor.
- The person responsible for hiring who can be available by phone and e-mail during the interviewing process in April.

Fees. The VIT Program is self-supporting. Districts pay a fee of \$2,000 per teacher to participate, payable to Kansas State Department of Education. Once the district selects a specific teacher for a specific position and the teacher accepts the position, a check for this amount is submitted with our 'Commit to Hire' form found on the [VIT webpage](#). KSDE will send an invoice in August, if not received by then. This fee covers all expenses related to selection, placement, orientation, teaching license and fingerprinting, and the professional development and retreat weekend in October. It does not cover expenses involving transporting the teacher from the orientation to the district or making personal or professional arrangements. In the event the teacher stays for a fourth year, the district must pay a non-refundable \$400 application extension fee for the VIT.

Payroll. All visiting teachers are employed on a standard district contract with salary based on the level of education (provided on the credential evaluation described below) and years of experience. The VIT program **does not include** cultural resource teachers on stipends from their respective governments.

- Income Taxes – The school district withholds federal and state income taxes from the teacher's paycheck and issues him/her a W-2 form.
- Social Security and Medicare Taxes – Teachers who are J-1 visa holders will have no Social Security and Medicare withheld from the pay they receive during the first two calendar years of employment in KS. (Example: you arrive in July of 2016 and do not pay these the rest of that year, year 1. You also do not pay these taxes in 2017, year 2. These taxes should be withheld beginning in 3rd calendar year, January 2018.) For further information, please see the IRS webpage [Taxation of Alien Individuals by Immigration Status – J-1](#)
- Retirement – (KPERs, etc.) Retirement funds are not withheld from the Visiting Teacher's paycheck while the J-1 visa is active.
- Health Care and Insurance. – The J-1 visa regulations from the U.S. Department of State require each visitor to have insurance in effect which covers the exchange visitor for sickness or accident during the period of participation in the program. (http://www.ice.gov/sevis/factsheet/100104ent_exchng_fs.htm)

Each school district shall provide the following coverage:

- Medical benefits of at least \$50,000 per accident or illness.
- Repatriation of remains in the amount of \$7500. (VIT participants take out this insurance individually and are reimbursed by participating districts.)
- Expenses associated with the medical evacuation of the visiting teacher to his or her home country in the amount of \$10,000.

Mentoring. The professional, cultural, and personal adjustments made by visiting teachers are facilitated by three types of mentors – a classroom teacher mentor, district employment facilitators, and community/cultural hosts. Districts are responsible for ensuring and arranging all three types. Mentors are encouraged to attend the final day of the July orientation and escort their new teacher home.

- A **professional/classroom** mentor is another teacher in the same building who is teaching the same or a similar subject and grade level. This mentor provides information about the classroom, teaching materials and supplies, and teacher tasks and routines. This person should be prepared to spend a day or two with the visiting teacher to help them organize before the school year begins. In Spain, teachers do not have their own rooms. Classes have a room and teachers travel, so the type of preparation in the classroom is quite different.
- An **employment facilitator** is the main contact between KSDE and the school district employing the visiting teacher. The visiting teacher will need help arranging for housing, transportation, credit to finance major purchases, utilities deposits, testing for a Kansas driver's license, auto insurance, and many other details. In addition, if difficulties in the classroom cannot be successfully addressed by the professional mentor and employment facilitator, then a district administrator should contact KSDE staff for assistance.
- A **community/cultural host** (person or family) orients the visiting teacher to community events, community culture, American culture, holidays, Kansas places and events of interest. The visiting teacher could live in the home of the host while making living arrangements prior to the beginning of the school year if suitable accommodations have not already been arranged. This would serve as an introduction to typical American life and routines. The relationship should continue through the school year, especially at holiday times and special community events.

The Role of the Teacher

Individuals wishing to teach in Kansas apply in Spain to the *Ministry of Education, Culture and Sport*. Applications are reviewed to see if the individual meets participation requirements including: at least a Bachelor's degree, preferably three years of teaching experience, and advanced English language proficiency. Interviews are carried out in Madrid, Spain, by KSDE staff. School districts will offer a job contract for one year and may extend that contract annually for up to a total of five years.

U.S. Visa. KSDE sponsors the J-1 visa (and J-2 for family members) valid up to three years, with the opportunity to extend an additional two years. Once a teacher receives a job offer from a school district, they respond with a “yes” or “no” answer, then completes the “Agreement to Teach in Kansas” on the [VIT webpage](#). Using that information, a KSDE Responsible Officer generates a DS2019 form to send to the teacher, along with an employment letter. The teacher makes an appointment at the nearest U.S. embassy. The DS2019 form and employment letter must be taken to the embassy to apply for the J-1 visa and must also be in hand when arriving at a U.S. port of entry (airport.) A SEVIS fee is also paid before visa application. Teachers must keep their copy of the DS2019 in a safe place, see that is signed annually by the “Responsible/Alternate Officer” of the program, and request a replacement when necessary. Using the J-1 visa, the teacher can apply for a Social Security number after arriving in the U.S..

English Language Proficiency. All teachers must be proficient at the Advanced Low level in English. Language proficiency is determined in a variety of ways: written applications in English for the program, in-person job interviews carried out in English and the teacher’s CEFR score. If the school district requires it, the teacher can be asked to take and pass the Test of English as a Foreign Language exam (TOEFL).

Kansas Teaching License. Teachers are required to become licensed to teach in Kansas, on a “Visiting International Teacher” license, renewable annually. KSDE issues the license when teachers arrive. The teacher pays for the evaluation and requests that it be sent to KSDE’s Teacher Licensure office and to the school district. This evaluation identifies coursework required for Kansas certification and placement on a district pay scale. The initial application must be accompanied by a “foreign credential evaluation” issued by an independent U.S. agency. Accepted agencies who translate credentials are listed on this web page: <https://www.naces.org/members>. Application for renewal is required for each year that the teacher returns, up to a limit of three years total.

Travel to U.S. Each teacher is responsible for paying travel costs to Kansas. A week-long orientation session will be scheduled at the end of July at a location near one of the two major airports (Wichita or Kansas City, MO). We help teachers with transportation from the airport to the orientation site. **Transportation from the orientation site to the new hometown is provided by the school district.** Many districts choose to reimburse the community mentor for mileage to pick the teacher up. In some cases, the teacher may have already purchased a vehicle, but this is less common.

Personal Finances. Teachers are required to bring with them a minimum of \$3,000 to assist establishing their living situation in the U.S. Visiting teachers will pay for their own housing and related costs out of their district salary, but the first paycheck is sometimes not received until four to six weeks after the beginning of employment.

Maintaining Contact with Responsible Officers. For the duration of participation in the program, the teacher is responsible for informing one of the two KSDE Responsible Officers when changing address, phone number, or job location. A Responsible Officer's signature is required on the DS2019 form when leaving and returning to the U.S. This should be requested well in advance of departure, since the Responsible Officer and Alternate Responsible Officers often travel, and may not be available on short notice.

Kansas Driver's License. International residents in Kansas are allowed to drive up to one year with a valid license from outside the state, or outside the U.S. It is a good idea for teachers to get a Kansas driver's license as this often lowers their insurance rates.

Resources for Districts & VITs

KSDE Visiting International Teachers web page

<https://www.ksde.org/Agency/Division-of-Learning-Services/Career-Standards-and-Assessment-Services/Content-Area-M-Z/World-Languages/Visiting-International-Teachers>

U.S. Immigration and Customs information for visiting teachers (Exchange Visitors.)

<http://www.ice.gov/sevis/students/index.htm>

Acceptable credentials evaluation services

<https://www.naces.org/members>

Publication 519 (2015), U.S. Tax Guide for Aliens

<http://www.irs.gov/publications/p519/index.html>

An Equal Employment/Educational Opportunity Agency

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, 785-296-3204.