



Letter of Intent
Visiting International Teacher (VIT) Program of the
Kansas State Department of Education



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

Deadline: This Letter of Intent can be completed by typing in the fillable blanks. Letters of Intent must be returned to Regina Peszat, rpeszat@ksde.org, by **Thursday, February 28, 2019**. Letters may also be mailed if it is more convenient. Mailing address at end of document.

USD Number and Name _____

USD District Contact _____
 (Name of person responsible for interviewing, hiring, and placing the visiting teacher)

USD Address _____

Phone number _____ **FAX** _____

E-mail _____

District Webpage Address _____

Name of School(s) where teacher will work _____

Principal's Name _____ **E-mail** _____

Grade level(s) that will be taught _____

Course(s) that will be taught _____

Your district's annual salary for a Master's + 2 years of experience _____

Please provide the web address where this information can be found

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

Name _____ **Phone #** _____

Availability _____

E-mail _____

Phone #s _____

FAX _____

Will someone other than the lead principal serve as the building-level administrator liaison for the teacher?

Yes (complete below) **No**

Name & title _____

E-mail _____ **phone #s** _____

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

Yes **No** **Name (if known):** _____

Our hiring team is prepared to talk about the attributes of our community to help the visiting teacher candidate imagine living in our community for 1-3 years.

Yes **No**

Describe the teaching environment as completely as possible.

1. Number of teachers at school: _____
2. Approx. number of students per class for this teacher: _____
3. Number of subjects and levels: _____
4. Number of preparations: _____
5. Will any classes be taught using distance learning technology? _____
6. What textbook titles are available for each class prep? _____

7. Will the teacher be provided a curriculum guide for each prep? _____

Check the supports that your school district and/or community members can provide for the visiting international teacher, and add any others you might think of:

1. Our district has experience welcoming newcomers to our community.
2. School and/or community members can coordinate to find loaner furniture to help set up housekeeping by sending out requests or hosting a "shower."
3. The community mentor can introduce the teacher to the interesting American cultural practice of Saturday morning garage sales.
4. Arrange to invite the teacher on a walking/biking tour of interesting/scenic areas in the town.
5. Invite the teacher to attend church services and/or other local events.
6. Provide a list of helpful phone numbers and people to contact for a variety of emergencies: plumber, pizza, fire, mental health, etc...
7. Invite the teacher to participate in typical American cultural activities and celebrations.
8. Community mentor will be able to listen to the teacher "vent" without passing judgement or relaying information to school personnel.
9. School mentor will be able to arrange for the visiting international teacher to observe exemplary teachers in a variety of content areas in the school.
10. Other: _____

This letter of interest does not obligate a district to hire a teacher, but after submitting this application, you must inform Regina Peszat **by April 1st if you have decided not to** pursue hiring an international teacher. 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.

It is the responsibility of the district and school to provide a **community mentor** and a separate **school mentor**. The visiting international teacher will need to coordinate with the community mentor to locate housing, find transportation, and set up utilities. The school district also often helps coordinate these efforts to assist a teacher in setting up a home. Although your district may not have mentors arranged at this time, it is essential that a **community mentor be matched with each teacher by June 1st**. By signing this letter of intent, you agree to have a community mentor in place by June 1st. The school mentor is important also, but less urgent.

Community Host's Name (to be provided by June 1) _____
Phone #s _____
E-mail _____

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

Signed _____ Date _____
Title _____

Please return this Letter of Intent (by e-mail or postal service) by Thursday, February 28, 2019 to:



Regina Peszat, Ph.D.

World Languages Education Program Consultant
Curriculum Standards and Assessment
(785) 296-1891

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www.ksde.org

Kansas State Department of Education

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