



Letter of Intent Due February 9, 2024
Visiting International Teacher (VIT) Program

The Visiting International Teachers program allows certified teachers from Spain to teach in Kansas schools for a period of one to five years. Teachers are hired to teach a variety of subjects at all levels, from Pre-K to 12th grade such as art, math, science, Spanish, Special Education, English as a Second Language, and even English Language Arts. Visiting teachers provide Kansas students an exciting opportunity to learn about the world and other cultures.

This *Letter of Intent* **does not obligate** the school district to hire a teacher from **Spain**. It helps KSDE 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 immediately. 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 the fall.

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, by **February 9, 2024**. 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 Address _____

District Contact Name _____

District Contact 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 _____

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? _____

Will classes be taught in English, Spanish, or combination? _____

Additional remarks about the district and community: