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Indiana Department of Education

Glenda Ritz, NBCT
Indiana Superintendent of Public Instruction

Mandarin Visiting Teacher Program Commitments

School Year 2016-2017 Application Deadline: Rolling Acceptance – Priority by 3/31/16

I. Background Information

Indiana's Memorandum of Understanding (MOU) with the Ministry of Education of Taiwan and the MOU with the Chinese Education Connection were created to promote strong cross-cultural ties between the citizens of Indiana and the people of Taiwan and the Zhejiang Province in Mainland China respectively and to address the shortage of qualified instructors of Mandarin in many areas of our state.

IDOE will be the initial contact to express your desire to have a visiting teacher from Taiwan/China and will provide technical assistance to schools throughout the application process. IDOE has created a list of participating organizations that can serve as the J-1 Visa sponsor and program administrator for the Mandarin Visiting Teacher Program.

Under this agreement, visiting teachers from Taiwan/China can be brought to teach in Indiana schools for a period of up to three years, depending on the availability of each individual teacher, his or her willingness to stay for an extended period, and the school district's interest in extending the visiting teacher's contract.

II. Conditions and Requirements for School/District Use of a Mandarin Visiting Teacher

All school/district officials and sponsoring institution representatives who sign Mandarin Visiting Teacher Program applications should carefully read and initial each of the following program requirements to indicate their understanding of each requirement and their school or district's commitment to comply with them at all times. These conditions ensure the well-being of our J-1 Visa recipients and satisfy U.S. Department of State, Homeland Security regulations. School or district administrators should place their initials on the first line, and representatives of community/charter schools' sponsor organizations should write their initials on the second line, if applicable.

a. In order to best determine the adequacy of the candidates to the positions offered, IDOE will conduct a selection process based upon the merit of the application, a personal interview, and an assessment of English language skills.

b. Districts and community/charter schools (as assured by the community schools' sponsors) will place their visiting teachers under contract in guaranteed, full-time positions and pay them the same salary that they would pay any other teacher, commensurate with their educational levels and previous years of service. An initial one-year contract can be followed by contract renewals of one or two years if all parties agree. Visiting teachers should receive the same amount of sick/personal leave as other teachers in the district. In schools/districts where collective bargaining agreements are in place for all teachers, compensation and benefits for Mandarin visiting teachers must be in compliance with the terms of those agreements. **Initials:** _____ _____

c. To ensure compliance with Federal J-1 visa regulations, community schools/districts will not request a visiting teacher or place him/her in a position unless they can ensure the permanency of that position for the duration of the school year and can guarantee that the position will not be eliminated due to budgetary cuts, reduction in force, tax levy failure or other factors which result in an adverse change in community school/district finances.
Initials: _____ _____

d. Hosting community schools and districts will not issue "at will" employment contracts to visiting teachers. Contracts offered to visiting teachers must ensure adequate due process and intervention safeguards if their performance falls into an unsatisfactory status or if there is an allegation of misconduct.
Initials: _____ _____

e. Community schools and districts will ensure that their visiting teachers' working conditions are safe, sanitary and conducive to teaching and learning at all times. In the case of community schools, the sponsor will visit the community school after the visiting teacher arrives and before instruction begins to confirm that the working conditions are as specified, and will visit the community school bimonthly thereafter, while school is in session, to confirm that the working conditions continue to be acceptable.
Initials: _____ _____

f. The district or community school (as assured by its sponsor) will ensure that each visiting teacher has the following types of insurance coverage required by the U.S. Department of State, U.S. Homeland Security and Indiana's Memorandum of Understanding with the Mandarin government at all times, beginning on the day the teacher arrives in the United States through his/her last day in the country:
• Employee health insurance (minimum of $100,000 benefit per accident/illness)
• Medical evacuation insurance (minimum of $50,000 coverage)*
• Repatriation of remains insurance (minimum of $25,000 coverage)*
• A deductible not to exceed $500 per accident or illness
* Currently, the Mandarin Ministry of Education requires the Mandarin visiting teachers to purchase their own medical evacuation and repatriation of remains insurances prior to their arrival in the U.S. If this requirement changes, the district or community school will assume responsibility for providing coverage. **Initials:** _____ _____

g. Community schools and districts will ensure that their visiting teachers' course loads are appropriate and manageable at all times and that adequate time for planning and preparation is built into the teachers' daily schedules. In the case of community schools, the sponsor will review the visiting teachers' daily schedules during the bimonthly site visits to the community school. **Initials:** _____ _____

h. Community schools and districts will work with a J-1 Visa sponsoring organization to ensure compliance with the US Department of State regulations. The community school/charter school or will pay a fee directly to the J-1 Visa Sponsoring organization for their services which include a mandatory orientation in accordance with US Department of State regulations. This fee may vary based upon the number of visiting teachers that a school is requesting in addition to other factors. **Initials:** _____ _____

i. Community schools and districts will support the attendance of their visiting teachers at the summer pre-service orientation provided by IDOE and Education Division of Taipei Economic and Cultural Office in Chicago. If possible, this will occur in conjunction with the required orientation of the J-1 Visa Sponsoring Organization as required by the U.S. Department of State's J-1 Visa Exchange Visitor Program. **Initials:** _____ _____

j. Community schools and districts will each send a representative to join their visiting teachers on the last day of their pre-service orientation to participate in joint training sessions (typically the last Friday in July) and relay important programmatic information back to the appropriate school/district officials. The community school or district representatives will be responsible for transporting the teachers and their belongings to their communities at the conclusion of their pre-service training.
Initials: _____ _____

k. Community schools and districts will identify a suitable host family with whom each visiting teacher can live for the first two or three weeks he or she is in the community. This will give the visiting teachers a safe place to stay and an initial opportunity for cultural immersion and adjustment while applying for a social security number, opening bank accounts, locating and furnishing an apartment, buying and insuring a car, etc. It also provides the visiting teacher

with a family that can help the teacher to integrate quickly into the local community.
Initials: _____ _____

l. Community schools and districts will provide each visiting teacher with assistance to expedite all activities associated with "settling in." Community schools/Districts will acknowledge that visiting teachers will not be able to fully focus on their teaching responsibilities until their basic personal needs have been fully met. Community schools/districts will assist their visiting teachers with:

- securing a social security number;
- opening a bank account;
- renting a (furnished) apartment, setting up utilities and securing renter's insurance coverage;
- buying a reliable and affordable used vehicle and securing appropriate auto insurance; and
- applying for Indiana's three-year Visiting International Teacher License.

Employing community schools/districts will demonstrate a certain degree of flexibility so that their visiting teachers can accomplish these tasks during regular business hours, preferably before the academic year begins.
Initials: _____ _____

m. Community schools and districts will deduct federal, state and local income taxes, union dues, etc., from visiting teachers' pay just like they normally would for non-visiting teachers. However, community schools and districts will not deduct Medicare taxes for the first 18 months that their visiting teachers are in the United States, per U.S. IRS Publication 515 which details requirements for nonresident aliens who are temporarily living and working in the U.S. Also, schools and districts will not deduct STRS per the exemption described on page 13 of the STRS Employers' Manual and will jointly submit with their visiting teachers the required Request for Exemption from Membership and Contributions to STRS in a timely manner prior to the start of the school year. In the case of community schools, these financial actions will be reviewed as part of the normal bimonthly financial review conducted by the sponsor.
Initials: _____ _____

n. Community/charter schools and districts will provide their visiting teachers with a regular schedule of mentoring by trained mentors who will work regularly with the visiting teachers over the course of the school year. The mentoring program should emulate the mentoring that is received by other first-year teachers in the school or district. Community schools/Districts will ensure that regular classroom observations and constructive feedback will be made by mentors and administrators, especially at the beginning of the school year, to provide the visiting teachers with the guidance they need to quickly adapt to the U.S. system of education and effectively manage all aspects of their classes. **Initials:** _____ _____

o. Community/charter schools and districts will immediately report to both the J-1 Visa Sponsoring organization and IDOE any infraction of the law that is allegedly committed by a visiting teacher. In the case of community schools, the sponsor shall also be informed of any reports of infractions of the law. Community/charter schools/districts will ensure that their visiting teachers receive due process in the event an alleged violation of the law.
Initials: _____ _____

p. Community/charter schools and districts will provide adequate orientation for the visiting teacher prior to the start of the school year. If a new teacher orientation is held or professional development is provided prior to the start of classes, the visiting teacher should be included. If a stipend for these events is paid to the regular teaching staff, the visiting teachers must also be given the same compensation.
Initials: _____ _____

q. Community/charter schools and districts will arrange for first-year visiting teachers to spend some time during the first week of classes observing other teachers in the school who are known to be highly effective in terms of building initial rapport with their students, establishing order and managing their classrooms, incorporating student interests into their lessons, integrating technology, teaching with Indiana's common core standards in mind, assessing, etc. The community school/district will support the premise that guided observations and opportunities to process what they see, especially during the first week or two of the school year, will significantly improve their visiting teachers'

chances for rapid acclimation to the U.S. educational system and their overall chances for success.
Initials: _____ _____

r. Community/charter schools and districts will ensure participation for the visiting teachers to attend a one-day professional development workshop sponsored by IDOE during the fall. The workshop will provide the visiting teachers with follow-up to the summer pre-service training. It will be designed to incorporate feedback on their initial performance in the classroom and the continuing professional development needs expressed by the visiting teachers.
Initials: _____ _____

III. Acceptance of the Conditions and Requirements for Participation in the Mandarin Visiting Teacher Program

This document must be signed by the superintendent or another school/district official who is authorized to approve participation in the Visiting Teacher Program for Mandarin.

Name of the Chief Administrator or Authorized Official: _____

Job Title: _____ Phone: _____

Email address: _____

By signing this document, I certify that I have carefully read the *Conditions and Requirements for School/District Use of a Mandarin Visiting Teacher* detailed above and will ensure my school or district's compliance with them at all times.

_____ _____
Signature of the Chief Administrator or Authorized Official Date

Community/charter schools must additionally present this document to their sponsoring institutions and secure their approval for the placement of each Mandarin Visiting Teacher that is being requested.

Name of the Sponsoring Institution: _____

Name of the Authorized Official: _____

Job Title: _____

Email address: _____ Phone #: _____

By signing this document, I certify that I have carefully read the *Conditions and Requirements for School/District Use of a Mandarin Visiting Teacher* detailed above and will ensure that the community school that my organization sponsors is in compliance with them at all times.

_____ _____
Signature of the Sponsoring Institution's Authorized Official Date

Please send the original signed copy of this application along with your completed application to:
Jill Woerner, Global Learning and World Languages Specialist Indiana Department of Education 115 West Washington Street Indianapolis, IN 46204 Questions: 317-234-5705 or jwoerner@doe.in.gov or Fax: 317-2392-0589

Revised March 2016