



Cultural Vistas Teach USA 2020 Host School Application

Thank you for choosing Cultural Vistas as your J-1 Teacher sponsor! Please complete ALL sections thoroughly. Incomplete phrases and brief responses will result in delays.

The prospective teacher must sign this application prior to signing any school contracts to demonstrate he or she has the information necessary to make an informed decision about his or her participation in the program.

Send completed application to: teach@culturalvistas.org along with your **standard job description for this position**.

Note:

- Do not request a program that is longer than the specific period of employment stated in the official contract between the teacher and the school.
- We can approve up to three years initially with the option to extend each year during the first and second year. After the third year, you and the teacher can request a fourth or fifth year through a special process.

PROGRAM INFORMATION

Teacher First Name

Teacher Last Name

Country of Citizenship

Email

Proposed Start Date*

Proposed End Date*

First Day of School



Month Day Year

Month Day Year

Month Day Year

*Start date should be the first date teacher is expected to begin duties inclusive of any teacher orientations. *End date should be the last day of school or last day teacher has duties for the school year.

HOST SCHOOL PROFILE

Name of district (if applicable)

Name of assigned school:

Type:

Public

Public, Charter

Public, Native American Reservation

Private

Grade Levels

Pre-school

Elementary

Middle

High

No. of Employees

No. of Students

Website

Assigned School Address

Phone Number

Street Address (no PO BOX)

Area Code Phone Number

City

State / Province

Postal / Zip Code

Has the school ever been on a state watch list, probationary status, etc?

Name of the organization which has accredited the school

SUPERVISOR INFORMATION

Name of Teacher's Supervisor

Title

Phone Number

Email

Area Code Phone Number

Address (if different from above)

Street Address (no PO Box)

City

State / Province

Postal / Zip Code

SCHOOL REPRESENTATIVE (if different from supervisor, responsible for communicating with us)

Name

Title

Address (if different from above)

Phone Number

Street Address (no PO Box)

Area Code Phone Number

City

State / Province

Email

Postal / Zip Code

ATTORNEY

Name

Firm Name

Address

Phone Number

Street Address

Area Code Phone Number

City

State / Province

Email

Postal / Zip Code

TEACHER SELECTION

Date of Teacher Interview



Name of interviewer

Month Day Year

Reasons for selecting this teacher?

How did you recruit this teacher? List any staffing or recruitment agency used

PROPOSED POSITION

Position Title

Grade levels taught and/or assigned subjects

Has your county or state identified a teacher shortage in the above areas?

I confirm this position is:

Full-time, min. 32 hours per week

Teacher of Record*

**responsible for delivery of instruction, lesson planning, grading and evaluation of students in the class*

POSITION REQUIREMENTS

Please list the specific type of licenses or credentials the teacher is required to obtain

Must the license be obtained prior to starting employment?

If not, what is the deadline?

YES

NO

What are the costs and how much will the school cover?

Please list the specific tests the teacher is required to take

Must the teacher pass the tests prior to starting employment?

If not, when is the deadline to take the test?

YES

NO

What are the costs and how much will the school cover?

Are there any other qualifications required to teach in your school?

Describe the policy and procedure for teachers who:

1) do not pass required tests 2) do not meet performance standards

Will the teacher be subject to drug testing?

Is successful completion of a medical exam required in order to begin teaching?

Is successful completion of a police check required in order to begin teaching?

COMPENSATION AND BENEFITS

Teacher will be paid:

Weekly	Biweekly	Monthly	Other
Annual Salary		Schedule 10 months	12 months
Estimated No. overtime hours per week		Overtime rate of pay	

Benefits

Please explain any funding, resources or assistance you can provide related to the teacher's dependents joining him or her in the U.S.

Please describe any other benefits provided at NO COST to the teacher

Please describe any housing OR housing assistance provided by the school. Type, proximity to school, single or shared, furnished/unfurnished, utilities included and all associated costs OR how you will assist teacher in locating safe, convenient and affordable housing.

TEACHER COSTS (this section is required to assist teacher with understanding full costs of program)

Estimated Deductions (per pay period) *not exact, range is fine

Estimated tax deduction

Insurance deduction (teacher)

Mandatory retirement deduction

Other

Estimated Expenses *not exact, range is fine

Monthly Cost of Housing

Monthly Transportation Expenses

Monthly Cost of Food

Available Transportation Options

Car is necessary

Employer provided

Other

Public Transportation (can live/commute without car)

TEACHING POSITION DETAILS

Describe the type of class to which the teacher is assigned (grade level, gifted/talented, etc.), estimated class size, and major curriculum objectives for this teacher's subject and grade level. Explain some of the concepts and skills this teacher will be expected to help students acquire.

Give an overview of the types of professional development or additional learning opportunities, activities and projects that will be available to the teacher.

Describe how often and by whom the teacher will be evaluated (regular progress reports and/or periodic reviews)

What are the goals and objectives for the TEACHER to achieve during the program?

What are the goals and objectives for the SCHOOL in hosting this teacher and participating in the Exchange Visitor Program?

TEACHER ORIENTATION

Briefly describe the socioeconomic environment and type of community of the area in which your school is located. Example: The school is in a suburban county between two major East Coast cities. The semi-rural areas of the county are undergoing rapid residential development. Our students' families come from lower and middle income levels from more than 40 different countries and English is a second language for approximately 30% of our students.)

Describe the teacher orientation at your school. What can the teacher expect in the first days such as workshops, meetings, tours, mentor programs or other administrative proceedings?

Explain how the school will assist the teacher in orienting to the community and settling in. Ex. locating housing, groceries, transportation, getting an SSN, setting up banks, etc.

CROSS-CULTURAL LEARNING

- 1) Describe activities the school will organize to expose the teacher to U.S. culture.
- 2) Give specific examples of unique activities in the community/local area the teacher can do.

Visa Requirements: The teacher is required to plan and conduct two types of activities within the community and school 1) sharing his or her culture 2) connecting U.S. students with students in the home country. How will your school support the teacher in completing this?

FEES AND BILLING

Choose which party is responsible for the fees

Teacher

School

One Year Fee \$1750

Two Year Fee \$2575

Three Year Fee \$3400

SEVIS Fee \$220

Cultural Vistas Standard Insurance \$576/yr

Cultural Vistas Enhanced Insurance \$1056/yr

Expedited Application Fee \$500

Dependent Fee \$500

Who at the school should receive the invoices?

Email

Teachers are required to purchase Cultural Vistas' insurance or an option we provide prior to approval of the program for at least the first year. J-1 and J-2 Dependents are required to have insurance coverage that meets the federal regulations below. If your school is able to offer coverage that meets federal requirements, the teacher may be able to switch later. Teachers are free to choose both coverages to suit their needs. Coverage must be continuous with no breaks including summer break.

Pursuant to 22 CFR Part 62 Exchange Visitor Program Regulations, Minimum coverage must provide:

1. Medical benefits of at least \$100,000 per accident or illness; 2. Repatriation of remains in the amount of \$25,000; 3. Expenses associated with the medical evacuation of exchange visitors to his or her home country in the amount of \$50,000; and 4. Deductibles not to exceed \$500 per accident or illness.

Insurance policies secured to fulfill the requirements of this section:

1. May require a waiting period for pre-existing conditions that is reasonable as determined by current industry standards; 2. May include provisions for co-insurance under the terms of which the exchange visitor may be required to pay up to 25% of the covered benefits per accident or illness; and 3. Must not unreasonably exclude coverage for perils inherent to the activities of the exchange program in which the exchange visitor participates.

Any policy, plan, or contract secured to fill the above requirements must, at a minimum, be: Underwritten by an insurance corporation having an A.M. Best rating of "A-" or above; a McGraw Hill Financial/Standard & Poor's Claims-paying Ability rating of "A-" or above; a Weiss Research, Inc. rating of "B+" or above; a Fitch Ratings, Inc. rating of "A-" or above; a Moody's Investor Services rating of "A3" or above; or such other rating as the Department of State may from time to time specify;

School System Obligations and Responsibilities

Read all of the statements below and sign the application to indicate acceptance and agreement. In order for Cultural Vistas to approve a participant to teach in your school district under Cultural Vistas sponsorship, you must accept the responsibilities and obligations listed here. Your signature means that you understand and agree to the conditions as stated. This is considered a binding agreement between Cultural Vistas and your organization.

I agree to the following conditions:

I certify that this teacher satisfies any teaching eligibility standards set by the state to include any criminal background or other checks.

I certify that this teaching position, including duties, responsibilities, hours of employment, and compensation, are commensurate with those of similarly-situated U.S. teachers in the school district or host school where that exchange teacher is assigned to teach. I further certify the position is temporary, even if the teaching position is permanent, and does not lead to tenure.

I further certify the position is full-time with a minimum of 32 hours per week of teaching duties as teacher of record including lesson planning, curriculum development, grading, and field trip planning for students and that this teacher's appointment is temporary, even if the teaching position is permanent, and does not lead to tenure.

I affirm that this application and teacher syllabus truly reflect the content of the offer being extended to the international exchange visitor participant. I have shared all of the information in this document with the prospective teacher.

I understand that Cultural Vistas, and not the school or school district that I represent, is the legal sponsor of this program and of this exchange visitor. I agree to respond to any requests by Cultural Vistas concerning my organization's participant(s) in a timely manner and to complete any paperwork, including program evaluations, as required by Cultural Vistas.

I certify that sufficient classroom space, equipment, and guidance will be provided to help ensure the teacher's success.

I understand the host school I represent is responsible for abiding by all applicable federal, state, and local labor and wage laws including the Fair Labor Standards Act and that teacher exchange visitors will comply with collective bargaining agreements.

I agree to immediately notify Cultural Vistas by phone or e-mail, and then by signed letter, of any circumstances that differ from the statements made in this application. Any changes that affect the participant and accompanying dependents will be submitted to Cultural Vistas in advance for approval. Such changes include, but are not limited to, school assignment, length of program, and maintenance wages paid.

To the best of my knowledge, the participant intends to enter the United States for a teaching program and does not intend to abandon his/her non-immigrant status. I will not encourage nor assist the exchange visitor participant to stay in the United States beyond his/her program end date, which is the end date shown on the Certificate of Eligibility document governing the participant's admission and stay in the United States. I certify that I will not assist in any way to help participant change visa categories. I further understand that 36 months is the maximum time allowed for the Cultural Vistas J-1 Teacher Program.

I understand that Cultural Vistas may visit my school, by appointment, to discuss the progress of the teaching assignment with the participant and his/her supervisor.

I understand that Cultural Vistas has the right to withdraw sponsorship from any exchange visitor participant, whose employing school/district does not comply with the agreed-upon Cultural Vistas-sponsored program, compelling that participant to leave the country. If a situation of irreconcilable differences arises between the exchange visitor and the school, Cultural Vistas may try to replace the teacher but is not obligated to do so.

I understand and agree to the conditions above as set forth in this School/District Application. I realize that if I do not fulfill my obligations and responsibilities as stated, Cultural Vistas may end its sponsorship of my school's exchange visitor program participant(s).

I understand the participant takes part in the program at his or her own risk and of his or her own volition. Cultural Vistas and its partner organizations cannot be held liable under U.S. law, the law of the participant's home country, or the law of the country or countries in which the program takes place for any damage or injury, such as injury to persons or damage to property, suffered or caused by the participant in the course of the program.

I understand that Cultural Vistas and its partners undertake a variety of activities to adequately prepare participants for their program abroad, including, but not limited to: information on health and safety issues in the host country, insurance issues, housing and accommodation, visa and residency requirements, political and cultural conditions, roles and responsibilities of partners and host companies, and select laws specific to the United States. Beyond this preparatory information, a range of issues related to a participant's experience can occur and are beyond the control of Cultural Vistas and partners. Cultural Vistas and its partner organizations cannot:

- Guarantee the safety of participants or eliminate all risks from the participant's environment while in the United States;
- Prevent participants from engaging in illegal, dangerous or unwise activities;
- Assure that home-country standards of due process apply in overseas legal proceedings or provide or pay for legal representation for a participant;
- Assume responsibility for the actions of persons not employed or otherwise engaged by Cultural Vistas, for events that are not part of the program, or that are beyond the control of Cultural Vistas and its subcontractors, or for situations that may arise due to the failure of a participant to disclose pertinent information.
- Bear liability for any financial obligation that the participant may incur due to lack of adequate insurance coverage outside of any program-provided insurance;
- Assure that home-country cultural values, norms, and laws will apply in the United States.

I hereby attest that I have read and understood the Conditions of Participation and Liability Information listed above, and I accept them as binding for the duration of the program. I acknowledge and accept the limitations to the liability of the administering organization as listed above. I hereby release Cultural Vistas, Inc., its officers, directors, agents, partners, representatives, successors, and assignees from any claims and causes of action, heretofore or hereafter arising, known or unknown, by reason of violence or natural disasters affecting me or my property while participating in this program.

I agree that arbitration is the required and exclusive forum for the resolution of any and all disputes between me and Cultural Vistas, Inc., in accordance with the arbitration agreement posted online at <http://culturalvistas.org/legal#arbitration-agreement>.

I attest that I have read and understand the information given above and certify that all statements made by me in this application are true and correct.

Signature

Date

Full Name

Title

School or District Name

Teacher Acknowledgement

I confirm I received this application and reviewed the information prior to signing any school contracts.

Name

Signature

Date

**Send completed application to: teach@culturalvistas.org
along with your standard job description**