

J-1 Intern and Trainee Programs  
**Offer Letter Agreement Form**

**Exchange Visitor ID number**

**HOST ENTITY INFORMATION**

Host Entity Name: Jefferson Union High School District  
 Site of Activity Address: 123 Edgemont Dr, Building A, Daly City, CA, 94015, United States

**POSITION INFORMATION**

**Position Title** Teaching Assistant  
**Start date - Earliest** 2024-11-01 **Latest** 2024-12-20  
**End date - Earliest** 2026-05-01 **Latest** 2026-06-19  
**Stipend** 22.58 \$ per hour  
**Estimated tips** NA  
**Average hours per week** 32.5  
**Required Interviews** Sponsor Interview, Host Interview

**HOUSING INFORMATION**

**Housing Model** Host company assisted

**EXCHANGE VISITOR SECTION**

Exchange Visitor Printed Name	Date of birth
Program Start Date	Program End Date
Signature	Date

Sponsor or agency representative name

I confirm that I have read, understood, and agreed to the conditions outlined in this Offer Letter. I agree to adhere to all Geovisions and Department of State program rules regarding employment and program participation, including the Terms and Conditions which were part of my program application. If I change my position title without receiving prior permission from Geovisions, or if I violate other Geovisions rules or J-1 program regulations, Geovisions may end my program early, and I will be required to return home. I understand that if my program ends due to regulation violations it may have a negative impact on future U.S. visa applications.

**Section 1**

**HOST ENTITY INFORMATION**

Entity name	Jefferson Union High School District
Web site	943083772
Primary contact name	Daina Lujan
Title	Director of Human Resources

Department	HR
Phone 1	650-550-7964
Email	dlujan@jeffersonunion.net

## Section 2

### DETAILED POSITION INFORMATION

Site of Activity address	123 Edgemont Dr, Building A, Daly City, CA, 94015, United States
Position Title	Teaching Assistant
Special requirements	All Participants must have Tuberculosis (TB) Clearance within the last 4 years, TB Vaccination does not count as TB Clearance and a TB Skin Test is not sufficient. After confirmation of hire, please bring TB clearance with you for District onboarding.
Position details and description	<p>PLEASE SEE ATTACHED JOB DESCRIPTION FOR FULL DETAILS</p> <p>Education Services, Paraprofessional, Special Education:</p> <p>Assist with instruction and related activities in a classroom or assigned learning environment.  Reinforce instruction to individual or small groups of special education students as directed by the teacher.  Assist in the preparation of instructional materials and implementation of individual education plans.  Perform a variety of clerical duties including typing, filing and duplicating materials.  Understand and relate to students with special needs.  Assist in educating students about certain self-help skills and providing additional assistance/direction as needed or as assigned.”  Establish and maintain cooperative and effective working relationships with others.  Communicate effectively both orally and in writing.  Demonstrate an understanding, patient and receptive attitude toward special education students.  Read books to students and assist with reading and writing activities as assigned.  Monitor, observe and report student behavior and progress.  Understand and follow oral and written instructions.  Operate standard office and classroom equipment including a computer.  Observe health and safety regulations.  Maintain records and prepare routine reports.  Administer first aid and CPR as assigned by the position.</p>
Department	Education Services - Paraprofessional Special Education
Training Schedule	8:00-3:00 OR 8:30-3:30 (both schedules include a 30 minute lunch and a 10 minute rest break)
Average hours per week	32.5
Stipend	\$22.58
Is Overtime available	No
Required skills	Please see attached job description, no more than 20% of this position will include clerical tasks.

Required experience	Any combination equivalent to: graduation from high school and one year experience working with children with special education needs in an organized setting.
English level	Excellent
Supervisor	Daina Lujan

### Section 3

#### POSITION REQUIREMENTS

<b>Grooming</b>	
Grooming standards	General cleanliness
Dress code	General cleanliness
Uniform provided?	No
Cost to Exchange Visitor	NA
When is uniform fee due	NA
<b>Screening</b>	
Host Entity will require a drug test	No
Host Entity will provide the drug test	N/A
Description of drug screening policy	N/A
Will Exchange Visitor incur a cost for screening	No
Cost to Exchange Visitor (if applicable)	N/A
When is screening fee due	N/A
<b>Payment</b>	
Payment schedule	monthly
Allowances, bonuses, and/or incentives	NA
Estimated tips	NA
Description	<p>With an hourly rate \$22.58 of 32.5 hours per week and a monthly paycheck, your estimated monthly take home is \$2,305. In each paycheck you receive, 20% of the total will be taken out for Federal and State taxes per US Law.</p> <p>You must wait 5 - 10 days after completing your SEVIS Check In to go to the Social Security Office. GeoVisions recommends waiting 10 days for optimal success. Please be sure to bring all your required documents including the printed version of your I-94 and printed version of your DS-2019 (please note more than just these two documents are required to bring). Please contact support@geovisions.com with any questions.</p>

Training / Orientation	
Host Entity provides training/orientation	Yes
Description	Welcome Back, New Hire Ornamentation and Mandated Trainings: All employees receive an orientation specific to their position, welcome back training which includes training on our commitment to equity and inclusion as well a group training for all of our mandated trainings which includes training on anti-harrassment, mandated training and suicide prevention for youth.
Will Exchange Visitor be paid during training/orientation	Yes
Length of training/orientation	7 days
Will Exchange Visitor incur a cost for training/orientation	No
Cost to participant	NA
When is training fee due	NA

#### Section 4

#### HOUSING INFORMATION

If company provided housing or temporary housing is not offered, Exchange Visitors will need to secure housing after they have accepted the Offer Letter.

Does Host Entity provide temporary housing?	No
Duration of temporary housing	Temporary housing must be secured by the participant for arrival, once they are onboarded they should contact Jefferson union about an employee apartment
Cost of temporary housing	N/A

#### *Housing Lead 1*

Housing model	Host company assisted
Gender requirement	Any
Housing type	Apartment
Housing name	Jefferson Union Employee Apartments
Contact name	Austin Worden, Director of Communications and Staff Housing
Address	705 Serramonte Blvd, Daly City, CA, 94015
E-mail	aworden@jeffersonunion.net
Phone	(650) 991-1008

Web Address	https://www.juhsd.net/domain/587
Cost per participant	1365.0
How often is rent due?	Per month
Is weekly cost/rent payroll deducted?	No
Is housing deposit payroll deducted?	No
Housing fees - additional comments	Parking spaces are an additional \$125 cost monthly
Is deposit refundable	Yes
Can housing be co-ed	Yes
Housing amenities	Laundry and community room
Distance between work site and housing	2 minute walk to 10 min drive depending on your school placement
Description	<p>To advance and support the Jefferson Union High School District's educational mission, including efforts to attract and retain qualified employees, the newly constructed building at 705 Serramonte Boulevard provides affordable housing for current staff. All J2 participants must receive permission from the host entity prior to bringing J2s over.</p> <p>This is subsidized employee housing that is not guaranteed for all J1 participants. Participants must secure their own temporary housing for arrival in the US and then they must complete the Jefferson Union Onboarding documents and apply for a spot in this housing. Not all participants can be approved, therefore if you are not approved, you must be prepared to secure another housing option for your program.</p>
Number of beds per room	unfurnished
Number of bedrooms	varies 1-3
Bathrooms per property	1
Bedding and towels	No
Kitchen facilities	all units include a kitchen
Additional items must bring	apartment is completely unfurnished, there are no beds, no bedding, no towels, will need to bring or buy furniture upon arrival. All J2 participants must receive permission from the host entity prior to bringing J2s over. This is because your housing is provided for you as the J1, but not necessarily your J2 dependents.
Additional comments	<p>If an employee secures employee housing, a monthly rental fee will be due.</p> <p>These units can be shared to reduce costs.</p> <p>Split between 2 participants the monthly rent is \$682.50 each</p> <p>Split between 3 participants the monthly rent is \$455 each</p>
Included in cost	Rent starts at \$1365 for a one bedroom unit. A payroll deduction for the cost of rent is at the discretion of the employee.
Housing deposit due	N/A

Housing deposit refundable	Yes
Lease required	No
Fees additional comments	Parking spaces are an additional \$125 cost monthly

## Section 5

### ARRIVAL INSTRUCTIONS

Geovisions provides Orientation to all Exchange Visitors either in the Exchange Visitors home country or in the United States. If Exchange Visitors attend Orientation in their home country, they will travel directly to the Host Entity upon arrival. If Exchange Visitors attend Orientation in the U.S., they will travel to the Host Entity after Orientation is completed.

Best Arrival Airport	San Francisco International Airport
Airport/bus/train pickup provided	No
General arrival instructions	<p>Please email the details of your flight arrival information to Daina Lujan at <a href="mailto:dlujan@jeffersonunion.net">dlujan@jeffersonunion.net</a> at least two (2) weeks prior to your arrival in the US.</p> <p>Please add the details of your visa appointment/outcome and flight arrival information in the Participant Portal.</p> <p>Upon arrival, visitors will need to be established in temporary housing and then a day will be reserved to assist with onboarding paperwork, fingerprinting and TB clearance. New hire orientation is scheduled for July 31, 2024. Additional training will take place the week of August 3 and the District Welcome Back training will take place August 7, 2024.</p> <p>Should an EV have questions, they are always welcome to reach out.</p>
Should Exchange Visitor contact Host Entity before arrival	Yes
Upon arrival, Exchange Visitor should report	To their temporary housing to get settled and then to the social security office to apply for their Social Security Card
Phone number	650-550-7964
Preferred arrival days	Before July 31, 2024
Preferred arrival times	Anytime based on flight availability
Latest preferred arrival date	2024-08-04

## Section 6

### ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	355 Gellert Blvd #201, Daly City, CA 94015
Distance of SSO from SOA	0.9 miles
Will Host Entity provide transportation to the nearest Social Security office	Yes

Will Host Entity help Exchange Visitor make copies of the necessary documents	Yes
Other Social Security assistance provided	You must wait 5 - 10 days after completing your SEVIS Check In to go to the Social Security Office. GeoVisions recommends waiting 10 days for optimal success. Please be sure to bring all your required documents including the printed version of your I-94 and printed version of your DS-2019 (please note more than just these two documents are required to bring). Please contact support@geovisions.com with any questions.

Section 7

POTENTIAL CULTURAL ACTIVITIES

Halloween Costume contest, Winter holiday party, Valentine's day activities, ST. Patrick's Day lunch
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## **JEFFERSON UNION HIGH SCHOOL DISTRICT**

### **CLASS TITLE: PARAPROFESSIONAL-SPECIAL EDUCATION**

#### **BASIC FUNCTION:**

Under the direction of an assigned administrator, assist a certificated teacher in reinforcing instruction to individual or small groups of special education students; assist in the preparation of instructional materials and implementation of individual education plans; provide routine clerical support.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Assist a certificated teacher in reinforcing instruction to individual or small groups of special education students in a classroom or other learning environment; monitor and oversee student drills, practices and assignments in various subjects; assist assigned teacher with the implementation of individual education plans.

Assist students in completing classroom assignments, homework and projects in various subject areas; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance; confer with the teacher concerning lesson plans and materials to meet student needs.

Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; distribute, collect, prepare and process attendance, and various other forms and documents; record student attendance as assigned.

Explain and assure student understanding of classroom assignment and homework instructions; explain words and concepts as necessary; assist students with meeting individual education goals and objectives; report progress regarding student performance and behavior.

Observe and assure proper behavior of students in the classroom according to approved procedures; monitor and interact with students during outdoor, physical education and other recreational activities as directed.

Grade student tests and assignments as assigned; maintain records and student files related to attendance, grades, progress, behavior and assigned activities; prepare mandated reports and documentation as required.

Assist students with performing and developing independent living and self-help skills as assigned; assist students with the development of social, vocational and job searching skills as assigned.

Read books to students and observe their reading abilities as assigned; assist students with letter and word pronunciation and recognition; assist students with writing exercises and assignments.

Escort students to and from designated locations as assigned; accompany students on fieldtrips, recreational functions, and during outdoor activities.



Load and unload students on buses as directed; push students in wheelchairs; lift students in and out orthopedic equipment and position pupils; assist students with adaptive devices as needed.

Assure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner; provide classroom support by setting up work areas and displays and distributing and collecting paper, supplies and materials.

Operate a variety of office and classroom equipment including a copier, fax machine, computer and assigned software.

Communicate with faculty, staff, administrators, parents and others to exchange information and resolve issues or concerns; answer telephone calls, take messages and provide general class and student information to parents and others as assigned.

Monitor inventory levels of classroom supplies; assist in ordering, receiving and maintaining appropriate inventory levels of supplies as assigned; order and arrange for food items as required.

**OTHER DUTIES:**

Provide routine first aid to injured students according to established procedures as assigned by the position.

Assist students with personal hygiene including grooming as assigned by the position; assist students with eating activities; toilet students and change diapers and soiled clothing as required.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Child guidance principles and practices related to children with special education needs.
- Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Problems and concerns of students with special education needs.
- Classroom procedures and appropriate student conduct.
- Safe practices in classroom and playground activities.
- Operation of standard office and classroom equipment including a computer.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping and report preparation techniques.
- First aid and CPR procedures as assigned by the position.

**ABILITY TO:**

- Assist with instruction and related activities in a classroom or assigned learning environment.
- Reinforce instruction to individual or small groups of special education students as directed by the teacher.
- Assist in the preparation of instructional materials and implementation of individual education plans.
- Perform a variety of clerical duties including typing, filing and duplicating materials.
- Understand and relate to students with special needs.
- Assist students with personal hygiene, feeding, toileting, vocation-related functions, positioning and independent living skills as assigned.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Demonstrate an understanding, patient and receptive attitude toward special education students.
- Read books to students and assist with reading and writing activities as assigned.
- Monitor, observe and report student behavior and progress.
- Understand and follow oral and written instructions.
- Operate standard office and classroom equipment including a computer.
- Observe health and safety regulations.
- Maintain records and prepare routine reports.
- Administer first aid and CPR as assigned by the position.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year experience working with children with special education needs in an organized setting.

**LICENSES AND OTHER REQUIREMENTS:**

Some positions in this classification may require a valid First Aid and CPR Certificate issued by an authorized agency.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom environment.

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Seeing to read a variety of materials and monitor student activities.
- Hearing and speaking to exchange information.
- Lifting and carrying students as assigned by the position.
- Pushing children in wheelchairs as assigned by the position.