



J-1 TEACHER EXCHANGE PROGRAM

TEACHER OFFER AND DISCLOSURE LETTER

Exchange Visitor ID number

HOST SCHOOL / SCHOOL DISTRICT INFORMATION

Host School / School District Name: Dallas Independent School District
Site of Activity Address: 9400 North Central Expressway, Dallas, TX, 75231, United States

POSITION INFORMATION

Position Title Bilingual and Multilingual Education
Start date - Earliest 2025-07-01 Latest 2025-08-15
End date - Earliest 2028-06-15 Latest 2028-07-01
Guaranteed salary/wage per year before deductions 62,000.00 \$
Estimated tips N/A
Average hours per week 40
Required Interviews Sponsor Interview, Host Interview

HOUSING INFORMATION

Housing Model Participant arranged

EXCHANGE VISITOR SECTION

Table with 2 columns: Exchange Visitor Printed Name, Date of birth, Program Start Date, Program End Date, Signature, Date

Sponsor or agency representative name

By signing below, I CONFIRM THAT I MEET ALL THE NECESSARY REQUIREMENTS AND PREREQUISITES OUTLINED, AND THAT I AM AVAILABLE FOR THE ENTIRE TEACHING PERIOD AS EXPRESSED WITHIN THE OFFER. I understand and accept all teaching and housing conditions as outlined. I also acknowledge that I accept all of the terms and conditions listed on my original application. If housing is provided by the host school, I agree to accept the housing offered for the entire length of the contract unless released by the host school. Once program attendance has begun, no refunds will be granted, regardless of the length of time remaining for the scheduled program(s). I FULLY REALIZE THAT I MAY NOT CHANGE HOST SCHOOLS WITHOUT VIOLATING THE TERMS OF MY VISA. I ALSO UNDERSTAND THAT TERMINATING A HOUSING AGREEMENT EARLY WILL SUBJECT ME TO SERIOUS FINANCIAL PENALTIES. I understand that I must contact and discuss any problem I may encounter at my teaching site or with my housing with my Geovisions representative. Geovisions does not have the authority to grant visas.

Section 1

HOST SCHOOL / SCHOOL DISTRICT INFORMATION

Table with 2 columns: Host School / School District name, Web site, Primary contact name, Title

Department	Human Resources
Phone 1	972-925-4221
Email	tiorichardson@dallasisd.org

Section 2

DETAILED POSITION INFORMATION

Site of Activity address	9400 North Central Expressway, Dallas, TX, 75231, United States
Position Title	Bilingual and Multilingual Education
Special requirements	<p>No need for TOEFL. There are no certification tests required of the teacher.</p> <p>The VIT (Visiting International Teacher) application is \$78 + \$48.25 for fingerprinting (subject to change). Teachers will apply for this after receiving their Social Security number.</p> <p>TB testing is required for all participants: Bring proof of negative TB test (not a skin test, needs to be a chest XRay. Must be within 6 months of school start date.)</p> <p>Teachers should have enough funds to afford living expenses for at least 6 weeks to cover costs of housing.</p> <p>Teachers are required to have an excellent level of English.</p>
Position details and description	<p>Bilingual Teacher.</p> <p>Provides students with appropriate learning activities and experiences designed to fulfill their potential for intellectual, emotional, physical and social growth.</p> <p>ILLUSTRATIVE DUTIES:</p> <p>Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.</p> <p>Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.</p> <p>Prepare lessons that reflect accommodations for individual differences.</p> <p>Prepare for classes assigned and show written evidence of preparation upon request of immediate supervisor.</p> <p>Encourage students to set and maintain standards of classroom behavior.</p> <p>Guide the learning process toward the achievement of curriculum goals and, in harmony with the goals, establish clear objectives for all lessons, units, projects, and the like to communicate these objectives to the students.</p> <p>Employ a variety of instructional techniques and instructional media consistent with the physical limitations of the location provided, and the needs and capabilities of the individuals or student groups involved.</p> <p>Strive to implement, by instruction and action, the district's philosophy of education and instructional goals and objectives.</p> <p>Assess the accomplishments of the students on a regular basis and provide progress reports as required.</p> <p>Refer students for evaluation by district specialists as required.</p> <p>Take necessary and reasonable precautions to protect the students, equipment, materials, and facilities.</p> <p>Maintain accurate, complete, and correct records as required by law, district policy, and administrative regulations.</p> <p>Assist the administration in implementing all policies and rules governing student life and conduct. Develop a reasonable rules of classroom behavior. Maintain order in the classroom in a fair and just manner.</p> <p>Make provisions for being available to the students and to the parents for education-related purposes when required.</p> <p>Plan and supervise purposeful assignments for teacher aide(s) and volunteer(s) and,</p>

	<p>cooperatively with department heads, evaluate their job performance. Maintain and improve professional competence. Participate in district staff development. Attend staff meetings and serve on staff committees. Maintain a professional relationship with colleagues. Establish and maintain open lines of communication with students, parents, and community members. Maintain open communication with parents. Perform other job-related duties as assigned.</p>
Department	Bilingual
Work schedule Shifts may vary; Hours may be reduced depending on business needs, weather, economic situations, your performance, sick time and other circumstances.	<i>Mon-Fri standard full time work week of a minimum 40+ hours per week.</i>
Average hours per week	40
Guaranteed salary/wage per hour before deductions	\$62,000.00
Is Overtime available	No
Required skills	<p>Teacher in Current or home country -</p> <p>Ability to communicate effectively in both written and oral forms with all levels of management, both internal and external to the district. Ability to establish and maintain effective working relationships both internal and external to the district. Ability to adjust the eye to bring an object into focus; judge distance (close and distant); reach with arms extended and use hands to manipulate the keyboard. Ability to lift and carry up to 10 pounds, stoop, kneel, crouch, walk, twist, bend, climb, and/or be mobile. Ability to travel throughout the district and city.</p>
Required experience	<p>Bilingual experience minimum 2 years.</p> <p>High level of content-area proficiency as evidenced by teaching certification, field of study, or work-experience.</p> <p>Education: Bachelor's Degree from an accredited four-year educational institution required.</p> <p>Experience: Experience in a K-12 classroom setting strongly preferred .</p>
English level	Excellent
Supervisor	Eric Castaneda Pena

OTHER POSITION DETAILS

Grade level	Varies and will be highlighted on a Job Offer from the school district.
Average Exchange Visitor to Teacher Ratio	Varies
Years of preferred experience.	Minimum 2 years
State Certification Process and Requirements	Texas VIT Certification
Cost to Participant	The VIT application is \$78 + \$48.25 for fingerprinting. For a certificate valid for 3 years. \$78 to extend for 1 year, with 2 extensions, each \$78,

	allowable.
When is the certification fee due	Prior to start of work
Is salary level dependent on certification?	No
School provides support to teachers during the certification process	Yes
If yes, please provide details	School district submits VIT application on behalf of the teacher.
English Level	Excellent
Is English test required, if so please list the name of the test and desired score	No
List any provisions affecting the ability of the exchange teacher to be accompanied by a spouse or dependents (including any related assistance and allowances)	Teacher may submit J2 application for a spouse and/or child after receiving their first paycheck.

Section 3

POSITION REQUIREMENTS

Grooming	
Grooming standards	District policies sent upon hire.
Dress code	<p>The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent of Schools. Employees are expected to exemplify proper grooming standards and personal hygiene in a manner that projects a professional image for the employees and the district.</p> <p>Employees shall keep their hair and facial hair groomed neatly.</p> <p>Employees will not be allowed to display any jewelry, tattoos, brands, or similar artifacts that are either obscene, distracting or may cause disruptions to the educational environment.</p> <p>Clothing should be clean, pressed, and wrinkle-free. Attire should fit appropriately (not excessively tight or loose). Dress pants, dress shirts, and blouses are acceptable. Professional dresses and skirts are acceptable. Professional footwear is required at all times. Employees required to wear District-issued uniforms are expected to wear the assigned uniform.</p>
Uniform provided?	No
Cost to Exchange Visitor	N/A
When is uniform fee due	N/A
Screening	
Host School / School District will require a drug test	No
Host School / School District will provide the drug test	N/A
Description of drug screening policy	Not required

Will Exchange Visitor incur a cost for screening	No
Cost to Exchange Visitor (if applicable)	N/A
When is screening fee due	N/A
Payment	
Payment schedule	monthly
Estimated tips	N/A
Description	<p>Taxes: J1 Teachers pay 10-15% of their salary in taxes for the first 2 years of program. The rate increases to 22% in years 3-5 due to additional taxes being withheld: Social Security and Medicare. All Teachers also pay the Texas Teacher Retirement System (TRS), 8.25% of salary. Please find more information here: https://www.irs.gov/individuals/taxation-of-alien-individuals-by-immigration-status-j-1</p>
Training / Orientation	
Host School / School District provides training/orientation	Yes
Description	Dallas will provide all of our international teachers with an orientation once they arrived to the district. J1 Teachers will receive training throughout the school year based off of the subject area they teach.
Will Exchange Visitor be paid during training/orientation	No
Length of training/orientation	Orientation will take place at the end of July/ for all new J-1 employees. Trainings will be taking place year around and will vary
Will Exchange Visitor incur a cost for training/orientation	No
Cost to participant	N/A
When is training fee due	N/A

Section 4

HOUSING INFORMATION

If Host School / School District provided housing or temporary housing is not offered, Exchange Visitors will need to secure housing after they have accepted the position offer.

Does Host School / School District provide temporary housing?	No
Duration of temporary housing	N/A
Cost of temporary housing	N/A

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 School / School District upon arrival. If Exchange Visitors attend Orientation in the U.S., they will travel to the Host School / School District after Orientation is completed.

Best Arrival Airport	Dallas/Fort Worth International Airport
Airport/bus/train pickup provided	No
General arrival instructions	<p>Transportation arrangements are your responsibility to arrange in advance. You are welcome to use what transportation options you prefer. You can speak with your district/ campus about airport pickup, but it is not guaranteed and if available, must be arranged in advance.</p> <p>Uber and Lyft are rideshare apps and are available online or with the app. Both companies do require you to create an account and input credit card information. Both companies tell you in advance what the fare/price will be before you book a car. Both companies offer either single passenger (just you) or multiple passengers (you and other people). Multiple passengers option costs less but does take longer to get to your destination. You will need to sign onto the airport's wifi to access these websites since your sim card will most likely not work when you arrive.</p> <p>Dallas has a public transportation system and information is available online at https://www.dart.org/.</p> <p>Most cities offer public transportation. In general, you may google "CITY NAME public transport online planning tool" and then enter your location (airport) and destination (housing address). The website will explain which bus will take you to where you need to go. It is useful for travel around the city as well as airport transfer. Costs are listed on the website.</p> <p>The public transportation planning tool for Dallas is located at: https://www.dart.org/riding/traveltoolsandapps.asp</p> <p>DFW airport will have many Taxis, but they tend to be a bit more expensive than ride share companies like Uber or Lyft. Most Taxi companies offer online pricing in advance.</p> <p>There are many hotels around the airport. Here is the information to one, but additional options with varying prices can be found online. Embassy Suites by Hilton Dallas DFW Airport South +1 972-790-0093 4650 West Airport Freeway Irving, Texas, 75062, USA https://www.hilton.com/en/brands/embassy-suites/</p> <p>Please see the housing information for an airport hotel in case it is needed upon arrival. Additional options can be found at booking.com.</p>
Should Exchange Visitor contact Host School / School District before arrival	No
Upon arrival, Exchange Visitor should report	Your participant arranged secured housing
Phone number	972-925-4277
Preferred arrival days	Monday to Friday
Preferred arrival times	09:00 AM to 18:00 PM
Latest preferred arrival date	2024-07-15

Section 6

ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	10824 N. Central Expressway Dallas, Tx 75231
Distance of SSO from SOA	1.1 miles
Will Host School / School District provide transportation to the nearest Social Security office	No
Will Host School / School District help Exchange Visitor make copies of the necessary documents	Yes
Other Social Security assistance provided	Please refer to your Arrival email for more information on the application process. ** 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

Monthly activities planned by school will be offered
School Fair
Historical Attractions/Sites
Interaction and events with co-workers

Section 8

HEALTH INSURANCE

Host school offers enrollment in a health insurance policy that meets the following Department of State requirements for the program: 1) Medical benefits of at least \$100,000 per accident or illness. 2) Deductibles not to exceed \$500 per accident or illness	No
If so, the cost to the participant is:	N/A
If not, Participants need to enroll in a supplemental insurance plan. See attached for more details.	Yes