

J-1 TEACHER EXCHANGE PROGRAM

TEACHER OFFER AND DISCLOSURE LETTER

Exchange Visitor ID number

HOST SCHOOL / SCHOOL DISTRICT INFORMATION

Host School / School District Name: Houston Independent School District
 Site of Activity Address: 4400 W. 18th Street, Houston, TX, 77092, United States

POSITION INFORMATION

Position Title Bilingual and Multilingual Education
Start date - Earliest 2025-07-01 **Latest** 2025-08-01
End date - Earliest 2028-05-31 **Latest** 2028-06-05
Guaranteed salary/wage per year before deductions 64,000.00 \$
Estimated tips N/A
Average hours per week 40
Required Interviews Sponsor Interview, Host Interview

HOUSING INFORMATION

Housing Model Participant arranged

EXCHANGE VISITOR SECTION

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

Host School / School District name	Houston Independent School District
Web site	https://www.houstonisd.org/
Primary contact name	Andreina Savelli

Title	International Recruitment Coordinator 2
Phone 1	713-556-7381
Email	andreina.savelli@houstonisd.org

Section 2

DETAILED POSITION INFORMATION

Site of Activity address	4400 W. 18th Street, Houston, TX, 77092, 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 cooperatively with department heads, evaluate their job performance.</p> <p>Maintain and improve professional competence.</p> <p>Participate in district staff development.</p> <p>Attend staff meetings and serve on staff committees.</p> <p>Maintain a professional relationship with colleagues.</p> <p>Establish and maintain open lines of communication with students, parents, and community members.</p> <p>Maintain open communication with parents.</p> <p>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	\$64,000.00
Is Overtime available	No
Required skills	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.
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	Andreina Savelli

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.	2
State Certification Process and Requirements	The VIT application is \$78 + \$48.25 for fingerprinting. Teachers will apply for this after receiving their Social Security number.

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	Upon application.
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)	<p>Please see terms and conditions for complete information on the J2 process through GeoVisions.</p> <p>DS-2019 forms for the J2 (J1-dependent) visa are offered. To qualify, Teachers must receive first paycheck and have paid the program fee in full or made their first payment on their payment plan before the J2 application will be processed.</p> <p>DS-2019 forms for the J2 visa are offered at a \$500 application fee per dependent. A dependent may be a spouse or a legal child under the age of 21. Teachers typically arrive in July and can expect their families to begin arriving in November. Exceptions for early application will not be granted.</p> <p>Please note that DS-2019 forms for the J2 visa are not guaranteed. GeoVisions reserves the right to refuse to process J2 applications at its sole discretion.</p> <p>The embassy may decide to deny visas to J2 applicants. In this situation, you may sometimes appeal the denial directly with the embassy. GeoVisions has no control over decisions made by the Department of State.</p> <p>GeoVisions requires proof of financial ability to support 4 or more J2 dependents. The DS-2019 forms for the first three J2 applications are issued without a financial review requirement. For the 4th J2 application we require proof of \$7,200 US in savings. For every J2 application above 4 there is a requirement of \$7,200 US per person in savings. This figure is based off a financial assessment that says it costs \$600 a month to support a non-working person in the US.</p>

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>Clothing should be clean, pressed, and wrinkle-free. Attire should fit appropriately (not excessively tight or loose).</p>

	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.
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	bi_weekly
Estimated tips	N/A
Description	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
Training / Orientation	
Host School / School District provides training/orientation	Yes
Description	Recruitment will hold periodic information sessions online. J1 teachers will receive ongoing professional development throughout the year. Every J-1 teacher will be assigned a campus-based mentor who will support instruction, classroom management, parent concerns, etc. as well as provide support adjusting to the policies and procedures of HISD. Teachers will also receive access to at least 3 real estate agents that have helped HISD J-1 teachers secure housing, along with names of banks and preowned car dealers that have helped J-1 teachers in the past.
Will Exchange Visitor be paid during training/orientation	No
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

Housing Lead 1

Housing model	Participant arranged
Gender requirement	Any
Housing type	Apartment
Housing name	Vista on Gessner
Contact name	Vista on Gessner Office
Address	6425 S Gessner Dr, Houston, TX, 77036
E-mail	https://www.vistaongessner.com/
Phone	(832) 500-3250
Web Address	https://www.apartments.com/vista-on-gessner-houston-tx/9thfeq7/
Cost per participant	1000.0
How often is rent due?	Per month
Is weekly cost/rent payroll deducted?	No
Housing deposit	1000.0
Is housing deposit payroll deducted?	No
Housing fees - additional comments	Varies. Please do your own research and come to the US with at least \$3,000 for housing. You will need deposit and 1st month of rent upfront, plus fees.
Is deposit refundable	Yes
Can housing be co-ed	No
Distance between work site and housing	13 miles
Transportation details	Public transportation available in the city Bikes

	Uber Lyft
Description	Please remember that it is participant's responsibility to find and secure housing before coming to the US. Please research apartments in the area and contact properties beforehand. Good websites for resources are: https://www.apartments.com/ https://www.zillow.com/ https://www.rent.com/ https://www.thathoustonapartmentlist.com/ https://www.affordablehousing.com/houston-tx/ Please stay safe and mindful in your searches. Always reach out if in doubt! our support is here to help you navigate and stay safe!
Number of beds per room	1
Number of bedrooms	1
Exchange Visitors per property	1
Exchange Visitors per room	1
Bathrooms per property	1
Bedding and towels	No
Cost of bedding and towels	40.0
Bedding and towel payment due	N/A
Kitchen facilities	Present
Additional items must bring	Please buy your own toiletries, bedding, dishes, towels, etc. Most apartments are not furnished, please be mindful since you might need to purchase additional furniture like bed, desk, dresser, etc.
Additional comments	Please know that every single option that you find will require a deposit. Average cost of deposit is usually 1 month of rent. Therefore, upon coming to the US you will have to pay 1 month of rent ahead, plus 1 month worth of the deposit. Some apartments also do not include bills such as: electricity, internet, water, etc. Please do your research to have clear financial expectations.
Included in cost	Varies, please make sure to ask those questions while researching apartments in your area.
Additional items included in cost	A lot of the times apartments charge application fee. Please pay attention to all the small details as they can build up. Make sure to bring at least \$3,000 with you to the United States to cover the first month of rent, deposit, and some necessary things you might need to buy, such as dishes, towels, bedding, etc.
Housing deposit due	Housing deposit due upfront most of the time, along with the first month of rent.
Housing deposit refundable	Yes
Further information on housing refund policy	Varies, please clarify and do a walk-through before signing any agreements and documents to make sure the damage was there before you have moved in, if there is any.

Lease required	No
Length of lease	12 Months
Further information on length of lease	Leases usually run 12-18 months. Please be aware of the renewal and application fees.
Fees additional comments	Varies. Please do your own research and come to the US with at least \$3,000 for housing. You will need deposit and 1st month of rent upfront, plus fees.

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	George Bush Intercontinental Airport Houston and William P Hobby
Airport/bus/train pickup provided	No
General arrival instructions	<p>Please email the details of your flight arrival information to Andreina Savelli at andreina.savelli@houstonisd.org at least two (2) weeks prior to your arrival.</p> <p>Please input the details of your visa appointment/outcome and flight arrival information in the Participant Portal.</p> <p>Should you arrive in the US outside of the preferred arrival times, please see the below for the closest hotel for an overnight stay.</p> <p>Accommodation: La Quinta Inn & Suites Houston Bush Intl Airport E (Average at \$78 Per/Night) 18201 Kenswick Dr, Humble, TX 77338, United States https://www.wyndhamhotels.com/laquinta/ Contact: +12814461300</p> <p>Taxi cab: A & M CAB (This app can be found on Google Play) 1023 Meek Rd, Humble, TX 77338, United States https://am-taxis.co.uk/ Contact: 086022283024</p> <p>Every J-1 teacher will be assigned a campus-based mentor who will support instruction, classroom management, parent concerns, etc. as well as provide support adjusting to the policies and procedures of HISD. Teachers will also receive access to at least 3 real estate agents that have helped HISD J-1 teachers secure housing, along with names of banks and preowned car dealers that have helped J-1 teachers in the past.</p> <p>Houston has two international airports. Bush Intercontinental Airport (IAH) (https://www.fly2houston.com/iah/ground-transportation) is located approximately 22 miles north of downtown Houston, and William P. Hobby (https://www.fly2houston.com/hou/ground-transportation) is located 11 miles south of downtown Houston. A variety of ground transportation services are available to and from the airport. Note: International passengers who arrive at Terminal D will proceed through Customs & Immigration to the Terminal E international arrivals hall.</p>
Should Exchange Visitor contact Host School / School District before arrival	Yes
Upon arrival, Exchange Visitor should report	Host School

Phone number	713-556-7381
Preferred arrival days	Monday-Friday
Preferred arrival times	8am - 5pm

Section 6

ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	16200 Dillard Dr. Houston, TX 77040
Distance of SSO from SOA	8.7 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