

J-1 TEACHER EXCHANGE PROGRAM

**TEACHER OFFER AND DISCLOSURE LETTER**

**Exchange Visitor ID number**

**HOST SCHOOL / SCHOOL DISTRICT INFORMATION**

Host School / School District Name: Manor Independent School District  
 Site of Activity Address: 10335 US Hwy 290, Manor, TX, 78653, United States

**POSITION INFORMATION**

**Position Title** Science Teacher Education/General Science Teacher Education  
**Start date - Earliest** 2025-07-01 **Latest** 2025-08-15  
**End date - Earliest** 2028-06-01 **Latest** 2028-07-01  
**Guaranteed salary/wage per year before deductions** 57,699.00 \$  
**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	Manor Independent School District
Web site	<a href="https://www.manorisd.net/">https://www.manorisd.net/</a>
Primary contact name	Michelle H. Rocha

Title	Director of Human Resources
Department	HR
Phone 1	5122784468
Email	michelle.rocha@manorisd.net

## Section 2

### DETAILED POSITION INFORMATION

Site of Activity address	10335 US Hwy 290, Manor, TX, 78653, United States
Position Title	Science Teacher Education/General Science Teacher 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>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>Science 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-</p>

	<p>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	Science
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	\$57,699.00
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>Teaching 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	Michelle H. Rocha

#### 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	No
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> <p>Therefore a teacher requiring 5 J2 applications would need the following:</p> <p>5 applications at \$500 each = \$2,500</p> <p>Health insurance is required for J2 dependents, and the health insurance must meet the same federal requirements as a J1 Teacher's own health insurance (\$500 deductible, \$100,000 per illness). GeoVisions offers initial travel insurance for J2 dependents through Hollard Insurance. You may select any insurance company that you like. Hollard insurance costs is \$270 per person for coverage for 90 days. For 5 people the coverage would be \$270 x 5 = \$1,350</p> <p>Proof of savings to support two J2 dependents (the first 3 J2s do not require proof) = \$7,200 per person or a total of \$14,400 in savings.</p>

### Section 3

#### POSITION REQUIREMENTS

Grooming	
Grooming standards	District policies sent upon hire.
Dress code	Dress code information is in Employee Handbook and will be explained during

	orientation. Standard American "business casual" (please google this term for specifics and visuals). Teachers must be neat, clean, and dressed professionally but are NOT required to wear suits/ties. Slacks, colored shirts, clothing that is not revealing or too tight. Shorts are not permitted. Closed toed shoes.
Uniform provided?	No
Cost to Exchange Visitor	N/A
When is uniform fee due	N/A
<b>Screening</b>	
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	N/A
Cost to Exchange Visitor (if applicable)	N/A
When is screening fee due	N/A
<b>Payment</b>	
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:  <a href="https://www.irs.gov/individuals/taxation-of-alien-individuals-by-immigration-status-j-1">https://www.irs.gov/individuals/taxation-of-alien-individuals-by-immigration-status-j-1</a></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>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>
<b>Training / Orientation</b>	
Host School / School District provides training/orientation	Yes
Will Exchange Visitor be paid during training/orientation	No
Will Exchange Visitor incur a cost for training/orientation	No

#### 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	Austin-Bergstrom International Airport
Airport/bus/train pickup provided	No
General arrival instructions	<p>Send your arrival information to Michelle Rocha michelle.rocha@manorisd.net and Angel Love angel.love@manorisd.net (2) two weeks prior to arriving with your flight details and arrival times.</p> <p>You will need to organize your own transportation from the airport to your secured US housing. You must have a secured place to stay for your arrival. Do not get on the plane, if you do not have a safe place to stay upon arriving in the US.</p> <p>Please contact Michelle Rocha at michelle.rocha@manorisd.net and Angel Love angel.love@manorisd.net to inform that you have arrived.</p> <p><b>**Temporary Airport Hotel:</b>  Ramada by Wyndham Austin South  4323 S I-35 Frontage Rd, Austin, TX 78744  512-649-4304</p> <p>Cost: \$80 per night.</p> <p><b>**Uber/Lyft: \$20-\$30</b></p> <p>No pick ups arranged, but she is the point of contact for arrival/orientation.</p> <p><b>**Prices are subject to change.</b></p>
Should Exchange Visitor contact Host School / School District before arrival	No
Upon arrival, Exchange Visitor should report	Report to your participant arranged secured housing and contact Michelle Rocha.
Phone number	512-278-4468
Preferred arrival days	Weekdays
Preferred arrival times	Weekdays between 8:00 a.m. - 5:00 p.m. CST

## Section 6

### ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	Social Security Administration, 5508 Hwy 290 W, Bldg B, Austin, TX 78735
Distance of SSO from SOA	24.5 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	No
Other Social Security assistance provided	Please refer to your Arrival email for more information on the application process. We may be able to assist with transportation or coordination for appointments with social security office and airport pick up so please be sure to be in touch with your school contact about this.

## 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