

# South Carolina International Visiting Teacher Program

## District Request for Teacher

### 2020-21 School Year

School District: \_\_\_\_\_

District Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Please indicate the teaching position(s) you would like filled with international teacher(s):

Home Country of Teacher	Content Area and Grade	School	School Point of Contact (POC)	POC Phone	POC E-Mail

Completing this form does not guarantee teacher placement; placement is subject to availability of teachers.

### **Assurances**

The district will:

Identify a contact person to be available to discuss personnel issues during the selection process.

Provide an administrative liaison for the teacher(s).

Interview and select visiting teachers to be hosted by the school district.

Assist teachers with housing and transportation upon arriving in South Carolina, including transportation from the airport and two nights lodging in a hotel (if requested).

Provide a teacher mentor from the same school for the visiting teacher(s). This mentor will help the teacher(s) with necessary paperwork, and will support the teacher(s) with any school/classroom issues. This mentoring relationship is key to the success of the program as it helps the teacher(s) overcome the cultural barriers to integration into the new school environment.

Provide local school/district orientation for the visiting teacher(s).

Evaluate the educator using the Assisting, Developing, and Evaluating Professional Teaching (ADEPT) process.

Ensure educators are provided equal salary, insurance, and professional development opportunities as their U.S. counterparts.

Provide opportunities for the visiting teacher to teach the staff and students about their culture.

**Submission of this form to the South Carolina Department of Education confirms that the requesting district intends to host the teacher(s) listed above for the indicated school year. Completed forms may be submitted to Carla Edwards at [cedwards@ed.sc.gov](mailto:cedwards@ed.sc.gov).**