



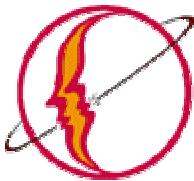
TEACHER EXCHANGE INFORMATION & APPLICATION KIT



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Please return completed form to:



Please, write the address of the Education Office closest to your location. You can find it at <http://www.spainembedu.org/dependencias.html>



TEACHER EXCHANGE PROGRAM FACTS



1. Program Basics

Read this important information very carefully.

- ❖ A teacher exchanges his/her teaching position with a teacher from Spain.
- ❖ You remain employed by your school district. Therefore, your salary continues to be paid by your board and all benefits and seniority remain intact.

2. Type of Work

- ❖ The U.S. teacher will **only** teach English in Spain at the Elementary or Secondary level.
- ❖ The Spanish teacher will **only** teach Spanish at Middle/Secondary Schools in the U.S.A.
- ❖ The Spanish teacher will **only** teach Spanish or subjects in Spanish (Bilingual and Immersion Schools) at Elementary schools in the U.S.A.

3. Selection Process

- ❖ Obtain approval from your board and principal to apply (Information on how to do this for your particular district can usually be obtained through the Human Resources or Personnel Department at your district office).
- ❖ Return the application with written approval from your board (parts 37-38 of the Application for teacher Exchange).
- ❖ All applications will be processed by the respective Departments of Education of the States in which this is required by law.
- ❖ Several school districts require candidates to attend board meetings before the selection process is initiated and some boards may only meet once a month.

4. Binding Agreement

- a. Teachers participating in a Post to Post exchange must expressly accept the conditions established for same in paragraphs a), b), and c) of epigraph 5.

- b. The agreement through which each exchange is substantiated and any personal obligations agreed to by those exchanging their job positions are the exclusive responsibility of the two teachers. No obligation of any kind will be held with respect to same by the Administrations for whom they work.
- c. It is the responsibility of the Administrations to which the exchange partners belong to authorize the exchange if the conditions regulating this program are met, as well as to discontinue the exchange by mutual agreement if circumstances were to be of a sufficiently serious nature as to adopt this decision.

***** DIFERENT STANDARDS OF LIVING, QUALITY OF ACCOMMODATIONS, COSTS OF LIVING, ETC., ARE NOT ACCEPTABLE REASONS FOR AN EARLY END TO AN EXCHANGE AND SHOULD BE CONSIDERED IN ADVANCE.**

5. Conditions for Authorization of an Exchange:

- a. The teachers, once they have initiated the exchange, may not decide against working at their assigned schools unless dire circumstances exist, and any such circumstances are to be evaluated by both Administrations.
 - b. If one teacher decides to interrupt the exchange, it will be his/her responsibility to face any possible claims of damages of a financial nature or otherwise that, depending on the case, could be made by the teacher who feels he/she has been hurt by said interruption.
 - c. In the situations referred to both in paragraphs a) and b) of this epigraph, the case of resignation of a teacher, and in paragraph c) of epigraph 4, the case of interruption of an exchange, said exchange will be terminated and each teacher will be reassigned immediately to his/her position in his/her country of origin. The Administrations for whom they work will not assume any responsibility or obligation that could be derived from said termination.
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6. Exchanging Homes

Frequently the exchange may also involve the exchange of homes between teachers. This is not mandatory and depends exclusively on any agreement made between the two candidates. The Ministry of Education and Culture of Spain does not take part in any way in the arrangements, and it does not encourage candidates to exchange homes. Experience tells us that the results are not always satisfactory. But if you do decide to exchange living accommodations, our suggestions are as follows:

- ❖ When you provide information on your property, be as specific as possible about what you will guarantee to provide.
 - ❖ A situation where accommodations are shared is very difficult to match, and it is not always recommended. If you are in this position, you might consider arranging for private accommodations, and, in any case, you should give a description of the person or people with whom the accommodations will be shared.
 - ❖ Any agreements that you reach regarding accommodations, payments, etc. should be in writing and signed by both parties.
 - ❖ If you do not exchange homes in the end, please try to help the Spanish teacher on his/her arrival.
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7. Exchanging Cars

The Ministry of Education and Culture does not recommend the exchange of cars and is not responsible for any

problem that may arise due to their exchange.

8. SICK LEAVE

In the case of illness, teachers will receive equal treatment from both Administrations. Your employing district would be responsible for the cost of a substitute teacher in the case of illness of the Spanish teacher. The Ministry of Education and Culture of Spain will be responsible for the cost of a substitute teacher in the case of illness of the American teacher.

9. Timing

Arranging an exchange is a long process. Applications are normally not considered until late March or April. Nevertheless, they should be submitted as soon as possible and no later than February 15th of any given year. No agreements will be entered into without your knowledge and without the consent of your employing school district. All exchanges have a duration of one school year. An exchange usually runs from September 1st to June 30th.

10. Placement

To enable your participation in an exchange, someone at your preferred destination must:

10.1

- Be willing to exchange a position at your location. The more flexible you are with your choices of acceptable destinations, the greater your chances for success.
- Have the qualifications and experience to do your job.

10.2

And on the other hand you must:

- Help to arrange for suitable accommodations for the Spanish teacher (and family).
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11. Special Requests:

If, for any personal reason, you are seeking an exchange to a specific location (e.g., spouse working or studying there), include a letter of explanation along with this application. The earlier an application is received, the greater the chances of finding a solution.

12. Other Considerations

1. Your employing district would be responsible for the cost of a substitute teacher in the case of illness of the Spanish teacher. The Ministry of Education and Culture of Spain will be responsible for the cost of a substitute teacher in the case of illness of the American teacher.
 2. The terms of the agreement with respect to accommodations are binding.
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13. Qualifications of Exchanges

To qualify for a potential exchange, a U.S. teacher must have:

- Three years teaching experience in Spanish, as well as the formal approval of his/her principal, supervisory officer, and school board. Since most districts have a leave procedure, an early inquiry is advised.
 - The employing districts must recognize applicants as an exemplary teacher who is a credit to the profession. Single or married persons with or without families may apply. The placement process takes into account a number of such variables.
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14. Where to Send the Application

The three copies of the application should be sent to the nearest Education Office.

COMPLETING THE APPLICATION FORM



Please follow these instructions when you are completing your application.

Preliminary Instructions

- Duplicate the application form to use it as a working copy before completing your final copy.
- Submit three copies of the application form. All copies should be on white paper. Copies are needed for the Ministry of Education and Culture of Spain, your State's Education Office, and the Office of Education and Science of the Embassy of Spain in Washington, D.C. Each copy must include the authorizing signatures.

Please use a typewriter or a **black** pen. **PRINT CLEARLY**. Blue ink does not photocopy well nor transmit well by fax.

Sections of the Application Form

10 and 11. *Addresses*: Do not forget zip codes and fax numbers.

12. *Accompanying Family Members*: You must comply with the norms and laws of immigration of Spain and the United States. In the case of Spain, it is necessary to obtain the corresponding visa. You must provide the Consulate of Spain closest to you a proof of acceptance to the exchange program offered by the Education and Science Office of the Embassy of Spain in Washington, D.C.

13. *Double Exchanges*: It is difficult to match the teaching assignments of one couple with those of another. Please make your preferences clear.

16 through 26. When completing these sections, keep in mind that terminology may not be interpreted appropriately. Make your descriptions as clear as possible. If your position requires specialized certification, skills, or knowledge, make this clear.

Assignment for Incoming Teacher: It is advisable to discuss with your principal and supervisory officer what flexibility exists to accommodate the incoming exchange teacher. The Spanish teacher will have to teach only Spanish at a Middle/Secondary school, and only Spanish or subjects in Spanish at an Elementary school.

Important Considerations

When you first consider an exchange for a year to another country, it sounds intriguing and exciting. For the majority of participants, it is the experience of a lifetime. However, the following are facts to which you should give serious consideration.

Finances

Will you and your family be ready for the expenses of exchange? You will spend more than you normally would for airfare, buying a car, perhaps for some small electrical appliances, long distance telephone bills, postage, insurance, etc.

Accommodations

Will you be comfortable having someone else in your home and using your belongings? Inevitably, there will be wear and tear just as there would have been had you remained at home. Similarly, you will be living in someone else's home. Normal wear and tear on your property must be viewed as part of the cost of exchange. You will be advised how best to handle the exchange of accommodations and other arrangements. Fairness and flexibility are the keys to mutual satisfaction.

Power of Attorney

You will need a relative or friend whom you trust and who is willing to handle your affairs while you are halfway around the world.

Stability

Are you secure in your current lifestyle and relationships? Past experience has shown that participants who hope to solve problems related to marriage, family, professional relationships or other stresses by going on exchange usually find the problems compounded. The exchange experience produces its own set of stresses. Exchange is never a solution to personal or professional problems.

Professional Challenge

The exchange year should be viewed as a challenge and a growth experience, not simply as an opportunity for travel. Are you prepared to meet the challenge of being a new teacher in a new system? Do you remember the hours of planning and preparation that are necessary? Are you secure in your classroom management and discipline?

School Support

Are your principal and colleagues supportive and willing to help your exchange partner? Discuss this with your principal before applying. To increase your chances of a match, try to identify a range of subjects or grade levels. The issue is not only what you are able to teach, but also what the incoming teacher is qualified to teach.

Comment

You must be available to be matched before May 30 and must intend to accept an exchange if it is offered. This means that you must not apply for promotions, transfers, or any other program that might prevent you from accepting an exchange. By the time you are informed of your proposed exchange, it may be tentatively approved in the partner jurisdiction and another teacher somewhere in the world may already be anticipating the exchange. The spirit of exchange requires fairness, consideration and commitment.

MAP OF SPAIN'S AUTONOMOUS COMMUNITIES



MAP OF SPAIN'S PROVINCES



CONSULATES OF SPAIN IN THE U.S.

STATES	ADDRESS	PHONE	FAX
Massachusetts New Hampshire Rhode Island Vermont Maine	Consulate General of Spain 545 Boylston St, Suite 803 Boston, Massachusetts 02116	(617)536-2506 (617)536-2507	(617)-536-8512
Illinois, Indiana, Kansas, Kentucky, Ohio, Michigan, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Wisconsin, Iowa	Consulate General of Spain 180 North Michigan Ave, suite 1500 Chicago, Illinois 60601	(312)782-4588	(312) 782-1635
New Mexico, Texas, Oklahoma	Consulate General of Spain 1800 Bering Dr., suite 660 Houston, Texas 77057	(713)783-6200	(713)783-6166
Counties of Imperial Inyo, Los Angeles, San Bernardo, Kern, Riverside, San Diego, San Luis Obispo, Santa Barbara, Orange y Ventura in California. Colorado, Utah, Arizona	Consulate General of Spain 5055 Wilshire Blvd, 960 Los Angeles, CA 90036	(213)658-6050	(213)9382502
North Carolina, South Carolina, Florida, Georgia	Consulate General 2655 Lejeune Rd, Suite 203 Coral Gables, Miami 33134	(305)446-5511	(305) 446-0585
Alabama, Arkansas, Tennessee, Louisiana, Mississippi	Consulate General of Spain 2102 International Trade Mark 2 Canal Street. New Orleans. Louisiana 70130		
New York, New Jersey, Pennsylvania, Delaware, Connecticut	Consulate General of Spain 150 East, 58 th St New York, NY 10155	(212)355-4080	(212)6443751
California(except the southern counties), Alaska, Hawaii, Idaho, Montana, Nevada, Oregón, Washington, Wyoming, Pacific Islands	Consulate General of Spain 1404 Sutter St San Francisco, Ca 941	(415)922-2995	(415)931-9706
Washington D.C., Maryland, Virginia, West Virginia	Consulate General of Spain 2375, Pennsylvania Ave.N.W Washington, DC 20037	(202)7282330	(202)7282302

