**SPANISH VISITING TEACHER PROGRAM**

***Application for Renewing Program Participants***

**School Year 2024-2025**

**Application Deadline: April 5, 2024**

Name of the Host School or District:

Name(s) of the Current Spanish Visiting Teacher(s):

If a current teacher becomes unable to renew his/her contract for the 2024-2025 academic year due to an unforeseen change in his/her personal circumstances, would the school/district like a replacement Spanish visiting teacher?

Yes.

No, we will hire a Spanish teacher through other means.

**A. PRIMARY CONTACT**

Provide detailed information for the person who will coordinate participation in this program with the Ohio Department of Education and Workforce at the school/district level.

a. Name:

b. Position:

c. E-mail:

d. Business Phone:

e. Cell Phone: (emergency use only)

f. Work Address:

g. Institution Web Site:

h. Please list the official start dates for the 2024-2025 academic year in your district:

For Teachers: For Students:

**B. ASSIGNMENT(S) FOR THE RETURNING SPANISH VISITING TEACHER(S)**

If you are requesting the return of multiple visiting teachers: please copy, insert and separately complete this page for each position for which the return of a current teacher is being requested.

Returning Teacher # 1 (Name):

Please provide detailed information about all of the school sites where this visiting teacher will be assigned to work during the 2024-2025 school year. Attach additional pages if necessary.

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| --- | --- |
| School sites where the visiting teacher will teach August 2024 - June 2025: | |
| School #1 Name:  Address:  Principal:  E-mail:  Phone:  Website: | School #2 Name:  Address 1:  Principal:  E-mail:  Phone:  Website: |

Planned teaching assignment for this visiting teacher in 2024-2025:

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| --- | --- | --- | --- |
| Grades / Levels | Language Course | # Class Hours / Week | Additional Information |
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Describe other responsibilities and number of hours per week for these assignments (e.g., duties, advising, clubs/extracurricular activities, curriculum development, cultural enrichment events, etc.):

If finding a replacement for the current teacher becomes necessary, list other special training, skills or traits that you desire in a new candidate (e.g., experience working with neuro-divergent students, gifted education background, early language-learning experience, experience teaching in an immersion setting, team-player, etc.).

**C. NEW VISITING TEACHER POSITIONS**

If you are requesting multiple new visiting teachers: please copy, insert and separately complete this page for each position for which a new visiting teacher is being requested.

**Do you wish to secure any NEW visiting teachers? Yes No If so, how many?\_\_\_\_\_**

**ASSIGNMENT FOR NEW SPANISH VISITING TEACHER # 1**

Please provide detailed information about all of the school sites where the new visiting teacher will be assigned to work during the 2024-2025 school year. Attach additional pages if necessary.

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| School sites where the visiting teacher will teach August 2024 - June 2025: | |
| School #1 Name:  Address 1:  Principal:  E-mail:  Phone:  Website: | School #2 Name:  Address 1:  Principal:  E-mail:  Phone:  Website: |

Planned teaching assignment for new visiting teacher #1 in 2024-2025:

|  |  |  |  |
| --- | --- | --- | --- |
| Grades / Levels | Language Course | # Class Hours / Week | Additional Information |
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Describe other responsibilities and number of hours per week for these assignments (e.g., duties, advising, clubs/extracurricular activities, curriculum development, cultural enrichment events, etc.):

List special training, skills or traits that you desire in a new teacher (e.g., experience working with neuro-divergent students, gifted education background, early language-learning experience, experience teaching in an immersion setting, team-player, etc.).

**D. ON-BOARDING, CANDIDATE PREFERENCES, TEACHER SUPPORT PROVISIONS & SALARY**

Describe the provisions that your school or district will make to on-board your NEW visiting teachers. Also, describe the provisions that you will make to provide your new visiting teacher with initial orientation, high-quality/year-long mentoring and professional development opportunities.

Please specify any other preferences for NEW visiting teachers based on your local needs that would help us to identify appropriately qualified candidates for your NEW positions. Please understand that the Department is prohibited from discriminating on the basis of race, color, religion, gender identity or expression, military and veteran status, disability, age, parental status, genetic information or sexual orientation.

Describe the provisions that your school or district will make to provide your RETURNING visiting teacher(s) with continued opportunities for mentoring and professional development.

Salary Ranges: B.A.: From $\_\_\_\_\_\_\_\_\_\_\_\_ (3 yrs.) to $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

M.A.: From $\_\_\_\_\_\_\_\_\_\_\_\_ (3 yrs.) to $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* Please attach a copy of your salary schedule for the 2024-2025 school year to this application.

**E. ADMINISTRATIVE APPROVAL**

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| This document must be signed by the superintendent or a district official who is authorized to approve the district’s participation in the Visiting Spanish Teacher Program. |

a. Name of the Chief Administrator or Authorized Official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing this document, I approve the attached application and confirm that the information presented herein is accurate. Additionally, my signature certifies that I understand the requirements of the *Spanish Visiting Teacher Program Contract* and that I will ensure my school or district’s compliance with them at all times.

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Signature of the Chief Administrator or Authorized Official Date

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| Community schools must additionally present this completed application to their sponsoring institutions and secure their approval for the placement of each visiting teacher who is being requested. Failure to do so will result in the denial of the application. |

d. Name of the Sponsoring Institution’s Authorized Official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

e. Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

f. E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing this document, I approve the attached application and confirm that the information presented herein is true. Additionally, my signature certifies that I understand the requirements of the *Spanish Visiting Teacher Program Contract* and will ensure that the community school sponsored by my organization is in compliance with them at all times.

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Signature of the Sponsoring Institution’s Authorized Official Date

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| **Please electronically send the signed application along with your initialed and signed program agreement and a copy of your 2024-2025 salary schedule to:** |
| Ohio Department of Education and Workforce  Attn.: Ryan Wertz – Education Program Specialist for World Languages & Global Education  [Ryan.Wertz@education.ohio.gov](mailto:Ryan.Wertz@education.ohio.gov)  Tel : (614) 728-4630 |
| **All applications must be received by April 5, 2024.**  **Please retain a copy of all signed documents for future reference.** |

**Renewal Application Check List**

**Please ensure that the following items are included in your application packet so that it may be processed in a timely manner:**

** Completed renewal application form, signed and dated by the proper official.**

** For community schools, the additional signature of the authorizing official from the sponsoring institution.**

** Copy of your school or district’s salary schedule for teachers for the 2024-2025 school year (or 23-24 school year if not yet available for 24-25).**

** Initialed and signed copy of the Spanish Visiting Teacher Program Host Institution Agreement.**

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| **Please electronically send all required, signed application materials to:** |
| Ohio Department of Education and Workforce  Attn.: Ryan Wertz – Education Program Specialist for World Languages & Cultures  [Ryan.Wertz@education.ohio.gov](mailto:Ryan.Wertz@education.ohio.gov)  Tel : (614) 728-4630 |
| **All applications must be received by April 5, 2024.** |