

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 5343 P-1

WASHINGTON/CHINA TEACHER EXCHANGE

Ferndale School District has participated in the Washington/China Teacher Exchange Program initiated by the Superintendent of Public Instruction since its inception beginning 1985-86. Following is information on the financial arrangements, qualifications, probable duties and process for selecting the Ferndale School District representative.

A. Financial Arrangements

1. Ferndale School District will provide the selected exchange teacher:
 - a. A regular employment contract at sixty percent (60%) salary and medical/dental benefits (at 1.0 FTE rate);
 - b. All regular benefits accruing to a sixty percent contract including retirement credit, sick leave, year's experience for salary schedule placement, etc.;
 - c. Round trip air fare; and
 - d. Up to four hundred dollars (4400) for documented travel expenses while in China.
2. The Chinese will provide room and board.
3. The exchange teacher must be prepared to provide all other expenses, including job-related transportation, if not provided by the Chinese.

B. Qualifications

1. Grade level preference will be determined through district discussions with the Superintendent of Public Instruction and appropriate Chinese officials.
2. Subject area background will be determined annually through district discussions with the Superintendent of Public Instruction and Chinese officials.
3. Flexibility and ability to adapt to life in an undeveloped nation.

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C. Duties

It is anticipated the exchange teacher will have, but not be limited to, the following kinds of responsibilities:

1. Work with Chinese teachers on their own English;
2. Assist Chinese teachers in teaching English to students in the classroom including helping with teaching, correcting papers, etc.;
3. Offer assistance on a city-wide or regional basis as desired by the Chinese;
4. Teach English to a class or classes of Chinese students; and
5. Other responsibilities as designated by the Ferndale School District superintendent and/or the principal of Chengdu Middle School #7 or similar administrator at other schools in China where the exchange teacher may work.

D. Application Process

Staff members interested in applying for the position of Ferndale representative to the Washington/China Teacher Exchange Program will submit:

1. Resume'
2. An essay which address the following;
 - a. Teaching

Using the probable duties as described in C. 1-5 above, explain why you believe you would be an effective exchange teacher.
 - b. Follow-Up

Describe ideas you have for sharing your experiences following your return from China.

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E. Screening and Selection Process

It is anticipated the screening and selection process will include:

- _____ (date) -- Last date and time to receive application
- _____ (date) -- Application materials reviewed by high school principal, assistant superintendent, and other designated personnel
- _____ (date) -- Candidate interviewed by high school principal, assistant superintendent, and other designated personnel
- _____ (date) -- Finalist(s) recommended to superintendent
- _____ (date) -- Representative selected

F. Financial Commitment to Ferndale School District

The selected representative must guarantee, in writing, that he/she will return to the district for a period of at least one year immediately following participation in the Washington/China teacher Exchange Program. If the educator fails to return at the expiration of the leave to perform a minimum of one year's service, all salary, medical and dental benefits, round trip transportation, and travel expenses paid during the program will become immediately payable to the Ferndale School District together with interest thereon at the rate of twelve percent (12%) per annum.

G. Responsibilities Upon Return to Ferndale.

Upon return from the exchange program, the teacher will be expected to share experiences both within the district and the state of Washington as directed by the superintendent or designee.

H. Other

The program does not include arrangements for spouses but they may go at their own expense if approved by the superintendent and appropriate Chinese officials. Children of an exchange teacher are not allowed to live in China.

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