



## TEACHER EXCHANGE PROGRAM MEXICO – UNITED STATES 2011

The Mexican Ministries of Foreign Affairs and Public Education invite educative authorities from Mexico and the United States to nominate candidates for the “**Teacher Exchange Program Mexico-United States 2011**” on the following

### GUIDELINES

#### 1. About the activities that the Exchange Teachers will perform:

##### **Mexicans**

- The chosen teachers will work with student groups of preschool, elementary, middle and even High school at the School Districts that participate in this program.
- In the classrooms Exchange Teachers will serve Mexican and Mexican Origin children, Hispanic and other origins due to the cultural diversity of the United States.
- They will prepare a joint working plan with the School District authorities.
- They will also elaborate an activity inform from their work during the exchange, including suggestions and comments that they consider useful, delivering a copy to the PROBEM coordinator in their State.
- The Exchange Teachers are also expected to:
  - Work on promoting the Mexican culture and traditions amongst Hispanic origin communities.
  - Conduct workshops on Mexican history and culture, reading and writing and the Mexican Education System to teachers and parents.
  - Counsel the elaboration and use of didactic materials, as well as study program contents to improve the educational efforts aimed to the Mexican Origin children and juveniles living in the USA.
  - Develop joint working efforts with American authorities and teachers on the Educational systems of both countries.

### **Americans**

- The chosen teachers will work with student groups of preschool, elementary, middle and even High School at Public Schools in high migration Mexican States.
- Interviews with children and parents.
- Work with Mexican teachers to understand teaching methodologies of English as a second language and the main aspects of the Spanish language.
- Exchange information on the Mexican and U.S. educational systems.
- They will visit communities from where migrant families originate.
- They will visit the main historical and cultural centers of the area, as well as schools in communities from where migrant families originate.
- They will also elaborate an activity inform from their work during the exchange, including suggestions and comments that they consider useful, delivering a copy to authorities in their School District.

## **2. Responsibilities and commitments the educational authorities of both countries accept while participating in this Exchange Program:**

### **Mexicans**

- They will pay for the airfare of the chosen teachers, if not it will be previously agreed with their American counterparts.
- They will cover the cost of the J-1 Visa required to enter the USA within the nature of this Exchange Program.
- Provide participating teachers with a valid abroad covering medical health insurance.
- Provide room and board, local transportation, and a phone card (optional) to visiting teachers.
- In reciprocity, receive the same number of teachers as they are sending. If this is not possible, the American counterpart must be informed.
- Maintain constant communication with the participant teachers from the time they start the process until they are back at their home country.
- Inform authorities from the sending institution, at least one month in advance, about the housing, board, and local transportation details that the Exchange teachers will receive. It is important to provide details of the hosting family or hotel where teachers will be staying.
- All participants must inform their host about any medical condition, food restrictions or specific need, etc.
- Specific requirements from the participant School Districts such as indigenous language speaking teachers or special education experts, will be served exclusively and within the possibilities.
- Mexican states' sponsoring candidates understand and accept that only those teachers that the Selecting Commission chose will participate in the Program.

### **Americans**

- They will support the process to obtain the J-1 Visa according to their possibilities.
- They will cover the cost of the SEVIS, or if not it will be previously agreed with their Mexican counterparts.

- Provide room and board, local transportation, and a phone card (optional) to visiting teachers.
- In reciprocity, receive the same number of teachers as they are sending. If this is not possible, the Mexican counterpart must be informed.
- Maintain constant communication with the participant teachers from the time they start the process until they are back at their home country.
- Inform authorities from the sending institution, at least one month in advance, about the housing, board, and local transportation details that the Exchange teachers will receive. It is important to provide details of the hosting family or hotel where teachers will be staying.
- All participants must inform their host about any medical condition, food restrictions or specific need, etc.
- School Districts will pay \$100-\$200 USD weekly to each Mexican Exchange teacher.
- School Districts will accept those teachers that the Selecting Commission chooses to participate in the Program, in case a candidate is unacceptable due to major reasons, the case will be analyzed between authorities in both countries.

### 3. Candidate requirements:

#### **Mexicans**

- Have Mexican nationality and a current Passport.
- Possess a **B.A. Degree (título de licenciatura)** in education or pedagogical area from a *Escuela Normal, Normal Superior* or any other Higher Education Institution in the Mexican Educational System.
- Have good English language skills (including all four language areas) and pass the local PROBEM's English Test. Teachers that submit a language proficiency certificate such as TOEFL, IELTS or First Certificate will have preference.
- Have a minimum of three years teaching experience.
- Have experience designing educational programs and materials.
- Be aware of migrant educational issues.
- Be knowledgeable of Mexican history, traditions and culture.
- Have a general understanding of the Mexican Educational System.
- Be able to leave the country for **3 to 8 weeks during the summer (May to August)**.
- Be willing to submit a criminal background check.
- Exchange teachers will not be allowed to travel accompanied by others (family, friends and/or partner) who are not directly involved in this Program.

#### **Americans**

- Have American nationality and a current Passport.
- Possess a **B.A. Degree (título de licenciatura)** in education or pedagogical area from a Higher Education Institution in the USA.
- Have good Spanish language skills (including all four language areas).
- Have a minimum of three years teaching experience
- Have experience designing educational programs and materials.
- Be aware of migrant educational issues.
- Be able to leave the country for **at least a week during the School year**.

- Exchange teachers will not be allowed to travel accompanied by others (family, friends and/or partner) who are not directly involved in this Program.

#### 4. Documents:

- Educational authorities from both countries will submit candidates to participate in this Exchange in the correct formats to the General Direction of International Relations (DGRI) at SEP, at Donceles No. 100, primer piso, Oficina 204, Centro Histórico, Deleg. Cuauhtémoc, 06010, en la Ciudad de México.
- **Mexican Candidates' applications will be received from 17th January to 15th March. THERE WILL NOT BE EXCEPTIONS.**
- Documents will be checked upon delivery and uncompleted applications shall not be received.
- **Individual candidates will not be accepted. All applications must be submitted by the local PROBEM Coordinator for the Mexican Exchange teachers and by the School District authorities through the Mexican Consulates in the USA and the Mexicans Abroad Institute for the American teachers and the request for Mexican teachers.**

Note: All files will be destroyed 30 days after the final results are published.

#### 5. The selection process:

##### **Mexicans**

For the choosing of the Mexican Exchange Teachers travelling to the USA, participant Mexican states will send the complete applications of the candidates that fulfill the requirements of this summoning and that will participate in the National Training Seminar. They will also officially confirm to the DGRI the number of teachers to be sponsored.

Teachers that pass the English test and successfully finish the National Training Seminar will be appointed to the School Districts that requested Mexican teachers according to their performance at the Seminar, English Proficiency and their ability to speak an indigenous language or expertise in Special Education. Their distribution will try to serve the specific requirements of the School Districts. **The appointment of Mexican teachers will be done by the Commission of PROBEM's Mexican Teacher Exchange Program Group and the final results will be published at IME and DGRI's websites. Their decision will be final.**

##### **Americans**

The selection process of American Exchange Teachers will be responsibility of the School Districts and/or Educative Institutions that have Bilingual or Migrant Education Programs in the USA. Their distribution will be jointly determined with the hosting Mexican State that sent teachers to the US territory under a reciprocity principle.

#### 6. Schedule for the Teacher Exchange Program:

## Mexicans

ACTIVITY	DATES
Distribution of the Teacher Exchange Program Summoning 2011.	From 14 <sup>th</sup> October, 2010 to 7 <sup>th</sup> February, 2011.
Deadline for Mexican states to submit official confirmation to the SEP and the IME, about the number of teachers to be sponsored.	11 <sup>th</sup> February
Deadline for U.S. authorities to submit applications for teachers from Mexico.	11 <sup>th</sup> February
Submission of a copy of Mexican teachers' resumes, addresses, passport copies, and English Proficiency Test results to the IME and SEP.	From 17 <sup>th</sup> January to 15 <sup>th</sup> March
XXV Teacher Exchange Program 2011 Training Seminar.	11 <sup>th</sup> -15 <sup>th</sup> April
Selection and distribution of Mexican teachers according to their performance at the Training Seminar and English proficiency.	18 <sup>th</sup> -21 <sup>st</sup> April
Publishing of the Mexican Teachers' distribution at IME and DGRI's websites.	22 <sup>nd</sup> April
Start of the Visa J-1 process, room, board, transportation arrangements, etc.	Starting 25 <sup>th</sup> April

## Americans

Applications will be received starting January 17th and all through the year 2011.

### For further information, please contact:

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#### General Direction of International Relations, SEP