

**MULTILINGUAL / LANGUAGE DEVELOPMENT DEPARTMENT**

**INSTRUCTIONS:** Please complete this form by providing as much information as possible for each open position for which the district would like to interview Visiting International Teacher (VIT) candidates. Use each row for each unique teaching position or indicate the number if there are multiple openings that require the same teaching endorsements.

**DISTRICT NAME/SCHOOL:**

<b>NUMBER OF OPENINGS</b>	<b>BILINGUAL, WORLD LANGUAGE, OR ESL</b> Indicate which language endorsement is needed (e.g. BIL-Spanish, WL-French, ESL, etc.).	<b>ADDITIONAL CONTENT AREAS</b> Math, Science, English Language Arts, Social Studies, Special Education, Music, Art, PE, etc.	<b>GRADE LEVELS</b> If exact grade level is unknown, group by grade ranges: PK-2, 1-6, 5-8, 9-12.

**Comments, special requests, etc.**

<b>PRIMARY CONTACT</b>	
Provide detailed information for the person who will be primarily responsible for coordinating the VIT interviews at the district level.	
NAME	POSITION
EMAIL	BUSINESS PHONE
CELL PHONE (This number is for emergency use only.)	FAX NUMBER
WORK ADDRESS	

<b>DISTRICT AND SALARY INFORMATION</b>	
DISTRICT NAME	DISTRICT ADDRESS
CHIEF ADMINISTRATOR'S NAME	
CHIEF ADMINISTRATOR'S TITLE	
CHIEF ADMINISTRATOR'S EMAIL	DISTRICT PHONE
TEACHER SALARY RANGE: \$ _____ to \$ _____	
HEALTH INSURANCE COST PER MONTH RANGE: \$ _____ to \$ _____	

A VIT host district that wishes to interview candidates for the upcoming school year must complete this form. ISBE cannot guarantee placement of a VIT for interview, but districts that submit the form prior to March 1 each year will be prioritized in the matching process. By signing this form below, you confirm that this information is accurate to the best of your knowledge and that your district has signed the required memorandum of understanding to host VITs under ISBE's exchange visitor program sponsorship.

Please reach out to ISBE's Visiting International Teacher Program staff at [exchangeteachers@isbe.net](mailto:exchangeteachers@isbe.net) with any questions or concerns.

\_\_\_\_\_

*Digital or Original* Signature

\_\_\_\_\_

Title

\_\_\_\_\_

Date