


# 2012 Australia/New Zealand Educator Exchange (ANZEE) Program – Colorado/US Applicant

Applicant Name: \_\_\_\_\_

Applicant School: \_\_\_\_\_


Applicant District  
and State: \_\_\_\_\_

Subject/Grade Level Taught \_\_\_\_\_



CITEL

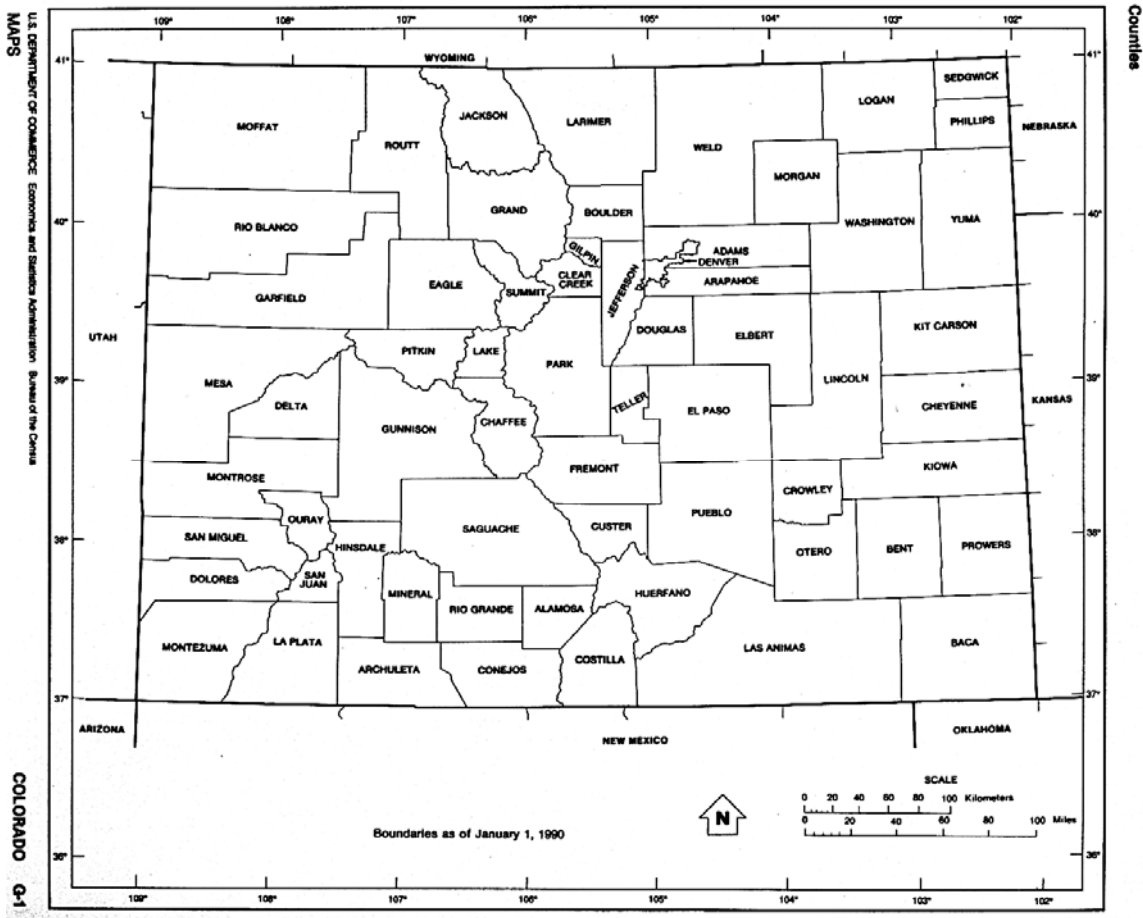
## Facilitating Agencies



CEA

Colorado International Teachers' Exchange League (CITEL)  
Colorado Education Association (CEA)

**Please show where you live on the Colorado map below or attach a marked map of your state**



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*The Australia/New Zealand Educator Exchange (ANZEE) program is one of the exchange programs directly facilitated by the Colorado International Teacher's Exchange League (CITEL). If you have questions about the ANZEE program or this application, please contact the ANZEE coordinator for CITEL, Jan Luse at 303-933-9908, 303-503-9169, or [jluse@4dv.net](mailto:jluse@4dv.net) or contact CITEL's Executive Director, Marilyn Turner at 719-599-9591 or [marturner@juno.com](mailto:marturner@juno.com).*

# 1 2012 Educator Exchange Program Application

The Educator Exchange matching process for the year 2012 will take place from January to August, 2011. For application forms to be considered they should be postmarked by January 14, 2011. You must complete all sections of this form. It may seem unnecessarily comprehensive, but remember that the application relates to a total exchange of teaching position and accommodation, and both overseas teachers and employers need adequate, accurate information to assist in such major decision-making. Please type your application to present yourself in the most professional manner possible.

## 1.1 Requirements for Exchange

The exchange educator must be a non-probationary full time employee of the current school district.

By December of 2011, four and a half full years of classroom teaching and/or professional experience are required, with at least three consecutive years in your present district or school. There must be a lapse of 3 years between exchanges. You must hold a state teaching license. You must be a US Citizen.

## 1.2 Steps for Submitting Application

1.2.1 Include the following:

- A signed check in the amount of \$75 (\$30 for reapplication) made payable to CITEL. (There will be an additional charge of a **minimum** of \$800 if you are matched.)
- Signed letters of recommendation from: 1) someone in your school district (not your principal), and 2) someone from outside the school. (Don't submit additional letters of recommendation.)
- A typed narrative about your school (section 5.5).
- Attach a **copy** of your educator license (section 5.6). Retain your original.

1.2.2 Do **not** return Section 7. Give it to your principal/supervisor who will send it to the ANZEE Exchange Coordinator.

1.2.3 Assemble the application:

- Do **not** submit your application in a binder. Fasten with a binder clip. Do not use staples. You need **not** include sections 1-3.
- Submit **one** original and one copy of the application. Please note that passport (or passport-like) photos and color photo montages should be included in the copy as well as the original. Please do not copy front to back. Everything must be on 8.5" x 11" pages.
- Submit a PC-compatible Master CD of your application (no Mac disc please). This will make it possible to email your application to Australia/New Zealand and will speed up the matching process. This CD needs to include the cover, Sections 4-5, and scanned copies of your educator license, your letters of recommendation, all your photos and house plan, and Section 6 (signed). You do **not** need to include Sections 1-3 or 7. Section 7 comes directly to the Coordinator.

1.2.4 You are encouraged to join CITEL for the year prior to your going. Membership forms are available at [www.coloradoteacherexchange.us](http://www.coloradoteacherexchange.us).

## 1.3 Hints for Completion

- 1.3.1 Preparation of your photo montages, (section 5.16) may take some time. Take suitable photographs of the inside and the outside of your house\* (about 8), and your workplace (about 4). Label each picture. Use two 8½" x 11" sheets for your home and one or two for your workplace. Be sure to include clear color reproductions of these pages in your copy. You will also need an 8½ x 11 floor plan of your home. *\*Take at least one picture of each room in your house, including the bathroom(s).*
- 1.3.2 Please mark your destination preferences in numerical order, with 1 being your first preference, and so on. Even if you don't have a strong preference, please use numbers. If you are specifically interested in only one destination, do not mark any others. Be aware, however, that indicating a range of preferences increases the possibility of locating an exchange placement. All the destinations you mark will receive information about you.
- 1.3.3 **Required Signatures in Section 6: Your application must be signed and dated by you, your principal/supervisor, your district superintendent, and the district human resources officer. Unsigned applications will not be considered. We suggest you obtain these signatures by January 5, 2011 so that you won't miss the deadline for submission of the application.**
- 1.3.4 **Give your principal/director Section 7 with a pre-addressed, stamped envelope to be sent to the Exchange Coordinator. The principal/director should receive the form from you by early November. Check with him/her in early January to be sure it has been mailed.**
- 1.3.5 If you fail to include your principal's home email and home phone number, your application may not be matched. When matches are suggested during the summer, principals must be contacted.
- 1.3.6 If there is a change in principal or superintendent, you must notify the Exchange Coordinator immediately.
- 1.3.7 Please use the checklist (section 3) to ensure your application is complete.
- 1.3.8 Remember to include the Master CD. It must include the cover, Sections 4-5, and scanned copies of your educator license, your letters of recommendation, all your photos and house plan, and Section 6 (signed).

Mail your application to: Jan Luse, Exchange Coordinator  
7605 S Holland Way  
Littleton, CO 80128  
303-933-9908  
Email: [jluse@4dv.net](mailto:jluse@4dv.net)

# 2 *2012 Selection Criteria for Exchange Educators*

In assessing each applicant's suitability for exchange, the following qualities/criteria are considered:

## *2.1 Professional Aspect: Performance as an Educator*

- 2.1.1 Evidence of effective teaching ability and experience;
- 2.1.2 Evidence of involvement in professional activities within and outside of school;
- 2.1.3 Ability to work with children/students and gain their respect;
- 2.1.4 Planning and organization skills;
- 2.1.5 Classroom management skills;
- 2.1.6 Evidence of current knowledge concerning curriculum, educational philosophy, and school and district operations/practice;
- 2.1.7 Use of innovative techniques and technology in the education process.
- 2.1.8 Evidence of ability to prepare students for academic assessment;

## *2.2 Personal Aspect: Professionally Related Personal Qualities*

- 2.2.1 A sense of adventure;
- 2.2.2 Tolerance of diverse points of view;
- 2.2.3 Ability to earn the respect of colleagues;
- 2.2.4 Bearing, dress, and social conduct;
- 2.2.5 Communication skills;
- 2.2.6 Resourcefulness and initiative;
- 2.2.7 Community involvement.

## *2.3 General Suitability for Exchange*

- 2.3.1 Flexibility and adaptability;
- 2.3.2 Capacity to represent your state and its educational practices;
- 2.3.3 General physical and emotional fitness for the position.
- 2.3.4 Ability to work under pressure.

## *2.4 Questions to Consider Before Preparing Your Application*

- 2.4.1 What are your personal and professional reasons for applying for an exchange?
- 2.4.2 Have you consulted with your principal/director/district superintendent and colleagues? Are they supportive?
- 2.4.3 Have you consulted with family and extended family members about an exchange? What is your family's attitude?
- 2.4.4 Can you leave your pets with someone else for the year?
- 2.4.5 Is there any likelihood that you might have to withdraw from the exchange at a later date, thus affecting your overseas exchange partner? Reasons might include: elderly or infirm relatives, change in marital status, pregnancy, emotional or medical problems, custody of children, or pursuing other career options.
- 2.4.6 Can you afford it? You pay your own air fare(s). Check the current cost of airfare per person for a year-long stay. Spouses may be able to work, but there is no guarantee. You probably will have to buy an automobile.

# 3 2012 Application Checklist

Please check all sections to ensure completion.

- | <u>SECTION</u> | <u>ACTION</u>  |
|----------------|--|
| 1 & 2 _____    | The Exchange Program & Criteria for Teachers: Read carefully and understand.   |
| 1.2.1 _____    | Applicants must <b>submit two (2) letters</b> of recommendation with their application   |
| _____          | 1) From within the school district (not the current principal)   |
| _____          | 2) One character reference from outside the school   |
| _____          | 3) A \$75 non-refundable application <b>fee must accompany</b> the application (Payable to CITEL)  |
| 1.2.3 _____    | Applicants must submit the <b>original and one clear copy</b> of the application and all attachments with color photos attached to the original and copy. Fasten each copy with a binder clip. <b>Submit a PC compatible Master CD of all required sections.</b> |
| 4 _____        | Location Preferences: Indicate preferences clearly (by number).  |
| 5 _____        | Application Details: Complete carefully, neatly, and accurately.   |
| 5.1.3 _____    | In cases of child custody, the non-accompanying parent must grant consent for the child/children to leave the country.   |
| 5.6 _____      | <b>Attach</b> a copy of your educator license  |
| 5.14 _____     | <b>Attach</b> school calendar(s)   |
| 5.18 _____     | <b>Attach</b> visuals  |
| _____          | 1) An 8 ½" x 11" floor plan of your home (to scale)  |
| _____          | 2) Two 8 ½" x 11" pages of color photos of your home/accommodation   |
| _____          | 3) One or two 8 ½" x 11" pages of color photos of your work environment  |
| 6.2 _____      | Signatures of applicant on 6.2 and the Obligation of Parties sheet   |
| and 6.4 _____  |  |
| 6.4 _____      | Signatures from the Principal  |
| and 6.5 _____  |  |
| 6.5 _____      | Signatures from the Superintendent and Human Resources Director  |
| _____          | The principal/supervisor will submit his/her letter of recommendation and recommendation checklist in a separate envelope to the coordinator postmarked by <b>January 14, 2011.</b>  |
| 7 _____        |  |

**Submit cover page and Sections 4-6 with attachments and your CD by January 14, 2011.**

Applications and questions should be directed to the ANZEE Exchange Coordinator:

Jan Luse, ANZEE Coordinator  
7605 S. Holland Way  
Littleton, CO 80128  
Phone: 303-933-9908  
E-mail: [jluse@4dv.net](mailto:jluse@4dv.net)

# 4 2012 Location Preferences

Applicant's Name:	
Applicant's School:	
Applicant's School District:	
Subject/ Grade Level Taught	

Please indicate your exchange location preferences in the first column (1 being your first choice). Then, rank city/town preferences in the same way (1 being your first choice).

## State/Country Preference

<input type="checkbox"/>	New South Wales, Australia
<input type="checkbox"/>	Queensland, Australia
<input type="checkbox"/>	South Australia, Australia
<input type="checkbox"/>	Victoria, Australia
<input type="checkbox"/>	Western Australia, Australia
<input type="checkbox"/>	Northern Territory, Australia
<input type="checkbox"/>	
<input type="checkbox"/>	New Zealand (exchange opportunities limited)

## City/Town Size Preference

<input type="checkbox"/>	City Center (e.g. Denver)
<input type="checkbox"/>	Suburb (e.g. Littleton)
<input type="checkbox"/>	Country town (e.g. Ft. Collins)
<input type="checkbox"/>	Rural (e.g. Alamosa)
<input type="checkbox"/>	Remote (e.g. Kiowa)

- An independent school in Australia is like a private school in the US. The school **may have a religious affiliation**. You **might** be expected to teach a religious subject.
- Interested in independent schools      yes     no
- Please note your religious affiliation if you are interested in a religious school.

**If interested in a Canadian exchange for school year 2011-2012, contact Marilyn Turner at [Marner@juno.com](mailto:Marner@juno.com) for details by mid-October, 2010.**

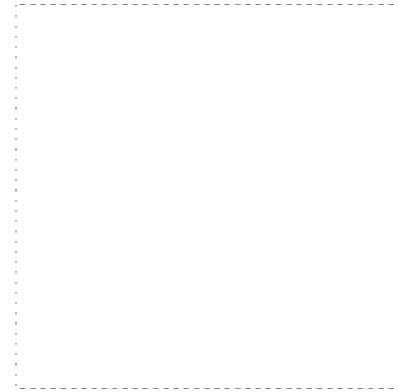
**Remember:** Restricting your location preferences reduces the probability of arranging an exchange placement. Do not rank locations to which you will not consider an exchange placement.

# 5 2012 Application Details

## 5.1 Personal Details

### 5.1.1 Passport Photograph

Please attach a color passport or passport-type photograph here.



### 5.1.2 Personal Data

**All of the following:** Your Title (Mr./Ms./Dr.) Your First, Middle, and Last Name

Name you use or nickname (if applicable):

**All of the following:** Street Address or PO Box, City, State, Zip

**All of the following:**

Home Phone Number:

Cell Phone Number:

School Phone Number:

Home Email Address:

School Email Address:

School Fax Number:

**All of the Following:** Date of Birth Country of Birth Town/City of Birth Citizenship

**One of the Following, Marital Status:** Married Single Separated Divorced Widowed Partner

### 5.1.3 Family Members/Partner who will accompany you overseas

Family Name	Given Name	Relationship	Date of Birth	Place of Birth (city, state, country)	Citizenship

*Note: In cases of child custody, the non-accompanying parent must grant consent for the child/children to leave the country. (Required for Visa)*

Are there any immediate family members who will **not** accompany you overseas? Please list.

### 5.1.4 Special Medical Requirements

Are there any special medical treatments, health disabilities or special requirements for yourself or any accompanying person that would affect your ability to do your job or require special accommodation? Please detail below.

## 5.2 Personal Profile

Give some details to help potential exchange partners and schools form a picture of the sort of person/family you are. Include interests and any cultural affinities which may enhance the exchange year. Include in this section any other information you believe to be relevant to your application.

### 5.2.1 In Your Professional Life **Please note: Box will expand as you type in it.**

**5.2.2 In your Personal and/or Family Life** Please note: Box will expand as you type in it.

### 5.3 Your International History

#### 5.3.1 Previous Exchanges

If you have been on one or more previous exchanges, please detail. (1) Location, (2) Duration of Exchange, (3) Year of Exchange

Did both you and your exchange partner complete the exchange successfully?

Have you ever applied for an exchange before but did not receive a proposal? Where? When?

#### 5.3.2 Overseas Experiences

If you have lived, worked, or trained in other countries, please detail (include dates).

List any other overseas travel which may be relevant (include dates). **Box will expand.**

## 5.4 Your School/Educational Institution

School Name:			
Pre-School / Elementary / Middle / Jr. High / High/ Alternative / Outdoor Ed/ Community College (choose one):			
School Address (street, city, zip):			
Mailing Address (if different-include city & zip):			
School Telephone Number:		School Fax Number:	
School web site:			
Number of Students:		Number of Staff:	
Principal's Name and Title (Mr./Ms./Dr.):			
Principal's School Email Address:			
Principal's Home Phone Number (for summer contact):			
Principal's Home Email (for summer contact):			

*If you are an administrator or non-classroom teacher applying for exchange, please give the following details of your district supervisor:*

Name and title of supervisor

School or district contact information – all of the following: School phone and School email

Summer contact information – all of the following: Home telephone number and Home email

*Please Complete the Following District Details:*

District Name:			
Address (street, city, zip):			
Mailing Address (if different-include city & zip):			
District Telephone Number:			
District Fax Number:			
Superintendent's Name and Title (Mr./Ms./Dr.):			
Phone and e-mail address:			
Human Resource Director and Title (Mr./Ms./Dr.):			
Phone and e-mail address:			
Risk Manager (the person who manages your Worker's Comp Insurance)			
Name and Title (Mr./Ms./Dr.)			
Phone and e-mail address:			
School district web address			

## 5.5 Description of Your School

Please describe your school. Please ensure your description covers at least some brief details of all the following points. Include the following information: (1) Philosophy, (2) Organizational Structure, (3) Socioeconomic/Ethnicity Profile, (4) Curriculum, (5) School Facilities, (6) General Community Profile (7) CSAP or ACT Scores, (8) Age Range, (9) Other things you consider to be important. Please do not include a brochure, magazine, prospectus, or similar document. These should be supplied to your exchange partner after confirmation of any exchange. You may refer to your school web site to cover some of the description.

*Note: Box will expand as you type*

## 5.6 Professional Qualifications and Experience

Please list your academic and professional qualifications, including teaching certificates and diplomas, beginning with the most recent.

Degree/ Endorsement	Institution	Major Subject(s)	Minor Subject(s)	Date Finished

- **Please attach a copy of your State Educator License**

## 5.7 A Summary of Your Teaching Service

Please note that you must currently be in a position of permanent full-time employment.

Number of years of permanent teaching experience with current district:

Total number of years of service as an educator or educational administrator:

(Required by December of 2011: at least four and a half years teaching/professional experience with the last three years in your present district.)

## 5.8 Your Current Position

### 5.8.1 Please indicate your current position

Teacher

Administrator

Support Staff

Other:

Is this the probable role for your exchange partner?

Yes

No

### 5.8.2 Probable Role the Exchange Educator Would Be Expected to Fulfill

Probable teaching/educational responsibilities summarized:

Student Ages	Hours Per Day	Teaching Subject

### 5.8.3 Further Explanation of Probable Position

Please provide a short detailed explanation of the expected position to assist overseas educators to understand the possible role including non classroom duties and extracurricular details. If your position is other than classroom teacher, please list specific elements of your job. Note: Box will expand as you type in it.

Is any special flexibility of assignment offered by your school? Please describe.

## 5.9 Educational Employment Record

Please list teaching/educational experience, beginning with the most recent.

Institution	Town/State/Country	Position Title
Teaching Level(s)	Teaching Subjects	<b>Dates</b> - From: To:

Institution	Town/State/Country	Position Title
Teaching Level(s)	Teaching Subjects	<b>Dates</b> - From: To:

Institution	Town/State/Country	Position Title
Teaching Level(s)	Teaching Subjects	<b>Dates - From:</b> To:

Institution	Town/State/Country	Position Title
Teaching Level(s)	Teaching Subjects	<b>Dates - From:</b> To:

Institution	Town/State/Country	Position Title
Teaching Level(s)	Teaching Subjects	<b>Dates - From:</b> To:

Institution	Town/State/Country	Position Title
Teaching Level(s)	Teaching Subjects	<b>Dates - From:</b> To:

### 5.10 Other Employment-Related Factors--Other Subjects

1. List any subjects you are able to teach, by way of qualification or experience, in addition to those areas identified in section 5.9.
2. List any subjects you are willing to teach, without qualification or experience, in addition to those areas identified in section 5.9.
3. List your extracurricular activities at school.
4. List any professional association membership. For clarity, avoid abbreviations.
5. List your research projects and/or major publications.
6. List any other relevant work (paid or unpaid). *Note: Box will expand as you type in it.*

### 5.11 *Special Interests*

(1) Community, (2) Cultural, (3) Sporting/Recreational, (4) Other

--

### 5.12 *Work history*

How many days of work did you miss during the 2009-2010 school year? Please explain your absences.  
(Please note that your signature to this application attests to the fact that none of these existing considerations are, to the best of your knowledge, likely to affect the successful completion of an exchange program.)

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### 5.13 *Double Exchange Applications for you and your spouse*

Please note that double exchange placements are possible, but usually difficult to obtain. Specifying a double match as a condition will restrict the chance of success. If you desire a double exchange, please complete the information below. Your spouse/partner must file a separate application.

Spouse/Partner Name:	
Spouse/Partner Subject Area:	
Spouse School:	

What matches will be considered?

- Double match only
- If no double match is available, a single match with me
- If no double match is available, a single match with my spouse/partner

**5.14 Please attach a school calendar for 2011 – 2012 and for 2012 – 2013 if available**

\* If you are in year-round school, please indicate vacation dates.

**5.15 Expectations for an Exchange**

Please describe your expectations for undertaking an exchange. Cover any special interests in this section. How do you expect to benefit? What will you hope to learn? What will you hope to contribute?

**5.16 Language Competency**

Are you fluent in any language other than English? No  Yes  What language? \_\_\_\_\_

**5.17 Accommodation Details**

It is a condition of the exchange that you must agree either to exchange your own current accommodation or make suitable and appropriate fully-furnished and equipped housing arrangements for an exchange teacher and accompanying persons. **Sole occupancy is required.** Accommodations may not be shared. **Please update this information immediately should there be any change in circumstances regarding the offered accommodation.**

**5.17.1 Arrangements**

- I will exchange my current accommodation (**Please notify the exchange Coordinator if you move**)
- I will not exchange accommodation, but will secure and equip accommodation for my exchange partner. (If you choose this option, complete only 5.17.2 and 5.17.10 at this time.)

**5.17.2 Accommodation Required**

I would like an accommodation with a minimum of  bedrooms and  beds.

**5.17.3 Type of Accommodation Offered**

Flat/Apartment     House     Townhouse/Condo \_\_\_\_\_

With  bedrooms and  beds.

**5.17.4 Ownership**

Owned     Rented     Other \_\_\_\_\_

**5.17.5 Insurance Details**

(Note: Please check with your insurance agent before completing.)

Amount of insurance coverage on house and contents: \_\_\_\_\_

Will your house insurance be valid while your house is occupied by the exchange educator? \_\_\_\_\_

Will the insurance coverage on contents also cover the normal household effects belonging to the visiting educator? \_\_\_\_\_

**5.17.6 Room Details**

Any aspects which may be critical (e.g., suitability for children) should be noted under special conditions (section 5.17.12). More complete details should be provided for your overseas partner after confirmation of exchange.

Room	Dimensions	Room	Dimensions
Living Room/Lounge	(    ft. X    ft. )	Bedroom 1	(    ft. X    ft. )
Family Room	(    ft. X    ft. )	Bedroom 2	(    ft. X    ft. )
Dining Room	(    ft. X    ft. )	Bedroom 3	(    ft. X    ft. )
Kitchen	(    ft. X    ft. )	Bedroom 4	(    ft. X    ft. )
Laundry	(    ft. X    ft. )	Number of single beds	_____
Number of and Size of Bathrooms	<input style="width: 150px; height: 30px;" type="text"/>	Number of double/queen	_____
Garage	(    ft. X    ft. )	Number of king sized beds	_____

### 5.17.7 Appliances

List the working appliances, which will be made available to the exchange partner:

<input type="checkbox"/>	Stove/Cooker	<input type="checkbox"/>	Washing Machine	<input type="checkbox"/>	Printer
<input type="checkbox"/>	Microwave	<input type="checkbox"/>	Clothes Drier	<input type="checkbox"/>	Internet Connection
<input type="checkbox"/>	Refrigerator	<input type="checkbox"/>	Television	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	Freezer	<input type="checkbox"/>	Stereo	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	Dishwasher	<input type="checkbox"/>	Lawn mower		
<input type="checkbox"/>	DVD player	<input type="checkbox"/>	Computer		

### 5.17.8 Climate Control

Describe fuel type and extent of heating and/or cooling.

List the monthly heating and/or cooling fuel cost for the past year. Please be accurate.

Jan. \_\_\_ Feb. \_\_\_ Mar. \_\_\_ Apr. \_\_\_ May \_\_\_ June \_\_\_ July \_\_\_ Aug. \_\_\_ Sept. \_\_\_ Oct. \_\_\_ Nov. \_\_\_ Dec. \_\_\_

### 5.17.9 Power of Attorney

In case of legal or any non-work related emergency, the person named below will be authorized to act on my behalf during the period of the exchange.

Name/Relationship	Address	Home Phone	Work Phone

### 5.17.10 Household Manager (may be the same as in 5.17.9)

*(This person must be someone in your local area for help with immediate house problems.)*

Name/Relationship	Address	Home Phone	Work Phone

### 5.17.11 Your Next of Kin

Name/Relationship	Address	Home Phone	Work Phone

**5.17.12 Special Conditions**

The Exchange Program **strongly** recommends **against** the exchange of pets.

Please indicate other conditions to be considered, such as maintenance of garden. Detail any special conditions applicable. It is recommended that you hire and pay someone to care for your yard, garden, and indoor plants to leave your exchange partner free to travel.

**5.17.13 Smokers**

Would you be prepared to have smokers living in your house? \_\_\_\_\_

Are you a smoker? \_\_\_\_\_

Is anyone accompanying you a smoker?\_\_\_\_\_

**5.18 Attachment of Visuals**

An 8½" x 11" floor plan of your home

Two 8½" x 11" pages of color photos or a color photocopied montage showing the accommodation

One or two 8½" x 11" pages of color photos or a color photocopied montage of your work environment

**5.19 Home Location**

Check the location best describing the area in which your accommodation is located.

City Center

Suburb

Country Town

Rural

Remote

Describe your home location in relation to your work place. What is the distance? How long does it take?

Describe your usual travel method to your work place.

Describe your home location in relation to schools likely to be attended by exchange teacher's family.

What is the population of your city/town?

How far is it to a large urban center? What urban center?

How far is it to an airport? What airport?

What city transportation is available?

Describe nearby cultural facilities.

Describe nearby sports facilities.

What shopping areas are near by?

## 5.20 Vehicle Exchange

The Exchange Program **strongly** recommends **against** the exchange of cars. However, if you wish to offer your car in exchange, please indicate relevant details (subject to mutual agreements on conditions of car exchange.) If you are considering exchanging a vehicle, talk to your automobile insurance agent first.

Will not exchange vehicle

Will consider exchanging vehicle

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Odometer Reading: \_\_\_\_\_ (miles)

## 5.21 The Selection and Matching Process

Personal interviews will be conducted in late January or February. **Then matches are proposed from Australia and New Zealand.** The selection and matching process occurs there from March through July. Applicants will be notified by ANZEE when a possible exchange partner has been identified. Please wait to be contacted or you may contact Jan Luse or Marilyn Turner with questions.

Applicant Name: \_\_\_\_\_

School: \_\_\_\_\_

## **6 2012 Recommendation and Agreement**

### **6.1 Terms and Conditions of Australia/New Zealand Educator Exchange Program (The exchange agreement is the responsibility of the individual educator and the local school district.)**

Note: If you work in a private school, this section applying to the school district may be difficult to complete. Please phone Jan at 303-933-9908 or 303-503-9169 to discuss the most appropriate way to complete this information.

- 6.1.1 Educators selected for exchange are expected to hold and maintain a valid Colorado teaching license. There must be assurance that the position of the Colorado educator will continue throughout the exchange period, and that the Colorado educator will return to this position at the end of the exchange period. Four and one half years of classroom teaching/professional experience are also required, with at least three consecutive years in the present district. There must be a time lapse of three years between exchanges.
- 6.1.2 Educators of the highest caliber will be selected on the basis of their aptitude, experience, contributions to the profession, and professional recommendations. Educators selected for exchanges must be worthy representatives of their profession, their educational institutions, and their country. They should be prepared to conduct themselves in such a way as to bring honor and credit to the education profession, to their state, and to the United States of America.
- 6.1.3 Exchange educators will remain in the employment of their own school districts, and will continue to have their own salaries remitted to them while overseas. They will, therefore, continue to be subject to US taxation and normal health and retirement contributions, and will retain their rights and privileges as employees of their own school districts.
- 6.1.4 The term of the exchange for any part of Australia or New Zealand is one calendar year: January to December. Educators who terminate their exchange mid-program may not return to their US position until the end of the exchange period, and must provide housing for the exchange educator until the prior agreed upon exchange end date. (Emergency situations will be reviewed on an individual basis by the educators, the school district and the appropriate state education agency in Australia or New Zealand.)
- 6.1.5 Colorado educators who are absent or who terminate their exchange positions for non-emergency reasons must pay for a substitute teacher to take their place if the period of time lost exceeds their leave allotment. Should an exchange educator terminate the position mid-program, his/her school district has the right to use said educator's salary to pay for the replacement educator in the foreign country. Please note that substitute teachers in Australia and New Zealand are paid up to \$400.00 per day.
- 6.1.6 Exchange educators will be expected to exchange accommodations with their counterparts, but the responsibility for mortgage payments or rent and the cost of insurance for the house and its contents must continue to be borne by the owner.
- 6.1.7 It is expected that the accommodations will be exchanged complete with furnishings, bedding, appliances, and kitchen equipment and ready for immediate use by the visiting family. It is further expected that the visitors will maintain the house in good order and condition and are responsible for any damage or end-of-year bills they cause during their stay.
- 6.1.8 The US exchange educator is responsible for life insurance and private health insurance to cover self and family. The educator needs to check with his/her district regarding this insurance. If not covered, it will be necessary for the educator to purchase coverage. There is an agreement form that assures that the US educator will be covered by Workers' Compensation while out of the country.

Applicant Name: \_\_\_\_\_

School: \_\_\_\_\_

- 6.1.9 The exchange of vehicles between exchange educators is not supported by sponsoring agencies. Arrangements regarding the exchange of vehicles will be made at the owner's risk. If in doubt, discuss vehicle exchange with your automobile insurance company and former exchanges.
- 6.1.10 The applicant's principal/supervisor must submit the recommendation checklist, letter of recommendation and the Obligations of Parties Involved in Exchange directly to the ANZEE Exchange Coordinator before January 14, 2011.
- 6.1.11 The exchange applicant agrees to return to his/her current position at the end of the exchange year unless alternative arrangements have been made between the exchange applicant and his/her employer. Any such arrangements must be specified in writing.
- 6.1.12 The exchange applicant agrees to notify the school district and ANZEE Exchange Coordinator immediately of any material change in his /her circumstances which could affect this application (particularly if he/she is unable to proceed).

## 6.2 Agreement

I have read and noted all the Terms and Conditions of Exchange and agree to the following:

- The information supplied is accurate and I will inform the ANZEE Exchange Coordinator immediately of any relevant changes to this application;
- To the best of my knowledge there are no health or other considerations for myself or anyone accompanying me which are likely to affect the successful completion of an exchange;
- I will abide by all Terms and Conditions applicable to the program I am applying for;
- I will work for the full term of the exchange in the host country under the authority and conditions of the host organization/school; and
- I will make a firm, year-long, commitment to any exchange I accept.

Exchange Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature

## 6.3 Privacy notice

**The information contained in this application is being obtained for the purpose of participation in the exchange program. It will be used by the ANZEE exchange program for matching exchange counterparts and providing information to exchange counterparts. Other persons/agencies that may be provided with this information are overseas exchange coordination bodies and possible exchange counterparts and their supervisors. For those successful in gaining exchange positions, contact details will be provided to other successful exchanges, and to coordinating bodies and organizations which assist in preparing exchangees for their experience, such as CITEL. Provision of this information is voluntary. It will be stored securely. You may correct any information provided by contacting the Exchange Coordinator or CITEL Executive Director.**

Applicant Name: \_\_\_\_\_

School: \_\_\_\_\_

## **6.4 Obligations of Parties Involved in Exchange (Exchange Participants and Host/Employing Authorities)**

1. **OVERVIEW:** The exchange involves the trading of professional work assignments for the duration of an agreed exchange period between two Exchange Participants who remain in the employment of, and continue to receive salaries from, their respective home Employing Authorities.
  - a. The exchange period is from \_\_\_\_\_ to \_\_\_\_\_ (e.g., 1 Jan to 31 Dec 2012).
  - b. The Exchange Participant is required to complete the entire exchange period, after which they will return to their Employing Authority.
  - c. The Exchange Participant is not entitled to return to their substantive Employing Authority position during the exchange period, unless the exchange counterpart agrees and both Employing Authorities permit.
  - d. The Exchange Participant will undertake exchange duties in accordance with the requirements of the Host Authority, irrespective of his/her substantive position within the Employing Authority. The Host Authority will take the Exchange Participant's qualifications and experience into account when assigning duties.
  - e. During the exchange period, the Exchange Participant will work under the direction and abide by the requirements of the Host Authority in relation to the delivery of curriculum, teaching and disciplinary methods and practices, or other professional duties as appropriate.
  - f. The Exchange Participant will not seek, nor the Host Authority offer, a position of permanent service during the exchange and for two years following. (This is a requirement of the visa program.)
  - g. The Exchange Participant will not apply for, nor the Employing Authority facilitate, any promotion position or transfer to a position that must be taken up during the exchange period.
  - h. The Exchange Participant is not entitled to participate in any scholarship or fellowship program while on exchange which will impinge on the exchange.
2. **ORIENTATION:** In-school orientation will be provided by the Host Authority to the visiting Exchange Participant, including:
  - a. day one or prior-to-school orientation;
  - b. appointment of a school support sponsor to help ensure the provision of prepared programs, plans and resources, and to assist in the establishment of the classroom;
  - c. regular feedback to the Exchange Participant as to performance.
3. **EXCEPTIONAL CIRCUMSTANCE LEAVE:** Approval must be obtained from both the Host and Employing Authorities where leave for exceptional circumstances is requested by an Exchange Participant.

Applicant Name: \_\_\_\_\_

School: \_\_\_\_\_

4. **EARLY TERMINATION BY EXCHANGE PARTICIPANT:** Exchange is a serious commitment, particularly in view of student rights to uninterrupted education for the agreed exchange period. Therefore, it is acknowledged that early termination will cause inconvenience, have serious financial implications, and may compromise the future career of the Exchange Participant seeking termination. After discussion with the Exchange Coordinators and district administrators, if the visiting Exchange Participant terminates the exchange early:
- a. the exchange counterpart will continue in the Host Authority exchange position for the remainder of the pre-determined exchange period (unless the Host Authority, Employing Authority, the exchange counterpart and Exchange Participant agree to terminate the exchange with effect from some earlier date – in which case until that date).
  - b. the Exchange Participant shall be deemed to be on leave without pay from the date of any early return or early withdrawal until the date the exchange was due to conclude (or other date as agreed.) This would be adjusted if the participant applies for, and would in usual circumstances be entitled to receive, paid sick leave, or the participant has accrued entitlement to extended leave and applies for such extended leave, in which circumstance the Exchange Participant shall be granted such leave.
5. **EARLY TERMINATION BY HOST AUTHORITY:** The Host Authority may terminate the services of the visiting Exchange Participant on the following grounds: for reasons of negligence, inefficiency in relation to his/her duties, improper conduct, or being charged with a criminal offence requiring suspension. In the case of such termination, the exchange counterpart will continue in the Host Authority position for the remainder of the pre-determined exchange period, unless the Host Authority, Employing Authority, exchange counterpart and Exchange Participant agree to terminate the exchange with effect from some earlier date.

Host Authority concerns regarding a visiting Exchange Participant's efficiency in the performance of his/her duties or any other issue should be raised at the earliest opportunity with the Exchange Participant, Employing Authority and Coordinating Bodies. All parties will cooperate to promptly resolve allegations or disputes.

**Conditions of Termination:**

- a. Termination for performance issues may be considered after the visiting Exchange Participant has had the opportunity to respond to, and address clearly, outlined teaching/professional expectations from the Host Authority.
- b. Termination arrangements should first be discussed with the Employing Authority. If, for performance issues, evidence indicates that all support options have been exhausted, or, for other grounds, that appropriate procedures have been followed, then the Employing Authority should support the Host Authority's early termination decision.
- c. The Exchange Participant whose assignment has been terminated will be subject to the applicable legislative and industrial processes of the Employing Authority upon his/her return which may be: disciplinary action, alternative placement, access to paid or unpaid leave, or eligibility for casual employment with their Employing Authority.

Applicant Name: \_\_\_\_\_

School: \_\_\_\_\_

6. **WORKERS COMPENSATION / EMPLOYER LIABILITY INSURANCE:** Exchange participants will continue to be covered by their Employing Authority for workers compensation for injuries sustained in the normal course of their duties for the Host Authority according to the scheme of the Employing Authority. Appropriate alternative insurance must be organized by the Exchange Participant where the Employing Authority's insurance does not cover him/her during exchange.
7. **PERSONAL RESPONSIBILITIES OF EXCHANGE PARTICIPANTS:** Exchange Participants are personally responsible for:
- a. arranging to exchange accommodation or otherwise provide suitable accommodation for the exchange counterpart for the duration of the exchange, and if returning home before the completion of the exchange, to provide the original accommodation for their counterpart for the remainder of the exchange (or such alternative as desired by the Exchange Participants).
    - i. Terms of accommodation must be negotiated directly between the Exchange Participants and are wholly their responsibility.
    - ii. After acceptance of the exchange, any change in accommodation requires approval by the exchange counterpart and notification to exchange coordinators.
  - b. providing evidence of satisfactory health prior to the exchange, and funding all health and medical expenses and any insurance required for self and dependents while on exchange;
  - c. organizing and funding all exchange travel arrangements and associated costs for self and dependents;
  - d. complying with registration requirements of the Host Authority, and with normal immigration and entry requirements of the host country.

**8. SIGNED:**

Applicant: Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Authority: Host School Principal \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ School/District: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

School: \_\_\_\_\_

## 6.5 School District/Exchange Applicant agreement

The \_\_\_\_\_ School District agrees to the following:

This statement is for \_\_\_\_\_ who has applied for a one-year exchange with an educator from Australia/New Zealand for the period of January 2012 to December 2012. If selected to participate in the exchange, the US educator will retain his/her present position of employment throughout the exchange and, upon return, will be reinstated with no penalty for absence unless alternative arrangements have been made between the exchange applicant and his/her employer and specified in writing.

To insure a well-rounded professional experience, the US School District will provide the Australian/New Zealand educator with the following leave days: **(A minimum total of 12 days is required; please put appropriate number for each blank.)**

\_\_\_\_\_ Sick days  
\_\_\_\_\_ Leave days  
\_\_\_\_\_ Professional days  
\_\_\_\_\_ Release days to conduct observations in area schools (**3 suggested**)  
\_\_\_\_\_ Other (specify)

Beyond this allotment, the exchange educator will be expected to pay \$ \_\_\_\_\_ per day for a substitute. (Normally this amount is the substitute pay per day for your district.)

The School District will provide Worker's Compensation coverage to the US educator while he/she is working in Australia/New Zealand.

If currently covered under the district's health insurance plan, will the US educator and his/her family will be permitted to maintain that coverage while in Australia/New Zealand at the same cost to the educator as if he/she were working in one of the school district's schools from January 2012 to December 2012? **Yes** \_\_\_ **No** \_\_\_

We understand that the Colorado International Teachers' Exchange League (CITEL) and the Colorado Education Association (CEA) serve as sponsors, facilitators, and advisors only in the exchange process. CITEL and CEA assume no liability. All responsibility is assumed by the undersigned US School District, the Exchange Department of the said Australian State or of New Zealand, and the two individual educators.

The US School District names the following contact person to be the responsible contact for managing the exchange at the district level:

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

We understand that all liability for successful completion of this program is assumed by the local US School District, the Exchange Department of the foreign state/country, and the two individual educators. Should one of the parties terminate this exchange before the conclusion of the exchange year, we, the undersigned, acknowledge that

Applicant Name: \_\_\_\_\_

School: \_\_\_\_\_

the terminating party is responsible for obtaining the funds to meet the cost of the replacement teacher for the remainder of the exchange year. **(Please note: Australia/NZ replacement teachers earn about \$400.00 per day).** Details and conditions of termination are the responsibility of the aforementioned parties. **The sponsoring agencies in Colorado accept no responsibility for any matter or disputes arising from such negotiations.**

To the extent authorized by law, the parties involved in the exchange shall indemnify, save, and hold harmless the sponsoring agencies and agents against any and all claims, damages, liability and court awards including costs, expenses, and attorney fees incurred as a result of any act or omission by the parties pursuant to the terms of this agreement. The terms of this contract shall be construed according to Colorado law.

The undersigned parties have read the paper "Terms and Conditions" and the terms outlined are understood. The undersigned agree to abide by the conditions listed.

To the best of the undersigned parties' knowledge, all the answers given and the information provided in this form are correct.

If the district consults with its lawyer to draw up an additional agreement with the exchange applicant, a copy of that agreement must be forwarded to the ANZEE Exchange Coordinator.

Upon return, the US educator will be permitted to conduct one in-service session at the home school in addition to three sessions within the district. These sessions may explore contrast in teaching techniques, learning styles, classroom management, effective school policy procedures, cultural differences, and innovative or unusual ideas.

**We endorse this applicant as a professional in the field of education and as an exemplary representative of our district, our state, and the United States of America. We have read the entire Recommendation and Agreement section and agree to the above conditions.**

_____	_____	_____
Type or Print Name of Prin. /Supervisor	Signature of Principal/Supervisor	Date
_____	_____	_____
Type or Print Name of Superintendent	Signature of Superintendent of District	Date

### *Human Resources Director's Statement*

This statement is for \_\_\_\_\_ who has applied for a one-year exchange with an educator from Australia or New Zealand for the period of January 2012 to December 2012.

In reviewing the above named person's personnel file, I endorse this applicant as a professional in the field of education and as an exemplary representative of our district, our state, and the United States of America.

_____	_____	_____
Type or Print Name of Human Resources Supervisor of School District	Signature of Human Resources Supervisor of School District	Date

Applicant Name: \_\_\_\_\_

School: \_\_\_\_\_

### *District Superintendent's Comments and Endorsement*

Comments should directly address the applicant's and the school's suitability for an exchange. These comments are an important aspect of the selection process. A recommendation is essential before an exchange match can be offered to an applicant. Attach an additional sheet for comments if needed.

*Comments:*

### *Superintendent Recommendation*

It is my recommendation that \_\_\_\_\_,

educator from \_\_\_\_\_ School District is endorsed for an Exchange Program placement to Australia or New Zealand for the 2012 calendar year Australia/New Zealand Exchange. If an appropriate match is found, the district agrees to facilitate this exchange.

District Superintendent: \_\_\_\_\_  
Print or Type Name

District Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

**Educator should forward the completed application including signed Section 6 Agreements to:**

Jan Luse, Exchange Coordinator  
7605 S Holland Way  
Littleton, CO 80128  
303-933-9908  
[jluse@4dv.net](mailto:jluse@4dv.net)

**Deadline for submission of application:  
Postmarked by January 14, 2011**

If you have questions about details of the exchange, contact Jan Luse, Exchange Coordinator, or Marilyn Turner, CITEL Executive Director at [Marturner@juno.com](mailto:Marturner@juno.com).

Applicant: Please give this form to your  
Principal/Supervisor with a  
pre-addressed, stamped envelope.

Applicant Name: \_\_\_\_\_  
School: \_\_\_\_\_  
Principal/Supervisor: Please return this section directly to:  
Jan Luse, Exchange

Coordinator  
**THIS SECTION MUST BE POSTMARKED  
BY JANUARY 14, 2011**

7605 S Holland Way  
Littleton, CO 80128

# 7 2012-Principal's Confidential Recommendation and Agreement

## Principal's/Supervisor's Recommendation of Applicant for Exchange

All applications must have the Principal's endorsement in order to be complete (with the exception of Principal/Specialist applicants who must have a supervisor's endorsement).

<i>Performance as a Teacher/Educator in His or Her Field</i>	<i>Excellent</i>	<i>Very Good</i>	<i>Average</i>	<i>Below Average</i>
Successful track record of effective teaching ability/experience				
Professionalism as an educator				
Involvement in professional activities in and outside the school				
Ability to manage students and gain their respect				
Planning and organizational skills				
Classroom management skills				
Keeping current with curriculum, educational philosophy				
Use of innovative techniques and technology in education process				
Demonstration of ability to prepare students for academic assessment				
Understanding of standards/standard-based education				

<i>Professionally Related Personal Qualities</i>				
Ability to earn the respect of colleagues				
Tolerance of divergent views				
General positive outlook and attitude				
Bearing, appropriate dress, and social conduct				
Proven communication skills				
Resourcefulness and initiative				
Community involvement				

<i>General Suitability for Exchange</i>				
Flexibility and adaptability				
Capacity to represent the state and its educational practices				
General physical and emotional fitness for the position				
Ability to work under pressure				

Applicant: Please give this form to your  
Principal/Supervisor with a  
pre-addressed, stamped envelope.

Applicant Name: \_\_\_\_\_  
School: \_\_\_\_\_  
Principal/Supervisor: Please return this section directly to:  
Jan Luse, Exchange

Coordinator

**THIS SECTION MUST BE POSTMARKED  
BY JANUARY 14, 2011**

7605 S Holland Way  
Littleton, CO 80128

To your knowledge, would there be any concerns about the accommodation your teacher/educator is offering?  
Relevant Comments:

Was this educator away from the job more than ten days during the 2009-2010 school year? If yes, please explain.

**Please attach a letter of recommendation.** *This letter will be confidential.* Comments should directly address the applicant's suitability for exchange. Provide as much detail as possible, as these comments are an important aspect of the selection process. Please give an honest evaluation of the applicant's potential to be an outstanding exchange representative. Provide comments and illustrations relating to issues such as:

1. Teaching ability
2. Strengths and weaknesses
3. Ability to develop and maintain positive professional relationships with a wide range of people
4. Capacity to contribute to school and/or staff development
5. Flexibility and adaptability to the needs of different groups and to diverse situations
6. Capacity to positively represent the educational policies and practices of your district

Principal/Supervisor: Mr./Ms./Dr. \_\_\_\_\_  
Type or Print Name

Principal/Supervisor: \_\_\_\_\_  
Signature

Questions may be addressed to Jan Luse ([jluse@4dv.net](mailto:jluse@4dv.net)) or Marilyn Turner ([Marturner@juno.com](mailto:Marturner@juno.com).)

Please mail the completed checklist and letter of recommendation directly to:

Jan Luse, ANZEE Coordinator  
7605 S. Holland Way  
Littleton, CO 80128  
Phone: 303-933-9908  
E-mail: [jluse@4dv.net](mailto:jluse@4dv.net)