

Guidelines for CEESA Teacher/Staff Exchange

CEESA is a collaborative community, supporting schools, teachers, staff, students, administrators and their respective communities. An initiative was created as a result of the strategic plan is the CEESA Teacher/Staff Exchange Program

The purpose is of the CEESA Teacher/Staff Exchange Program is **to support professional development through collaborative efforts between staff members at CEESA schools.**

The Teacher/Staff Exchange committee has drafted the following guidelines to assist schools and to help ensure a positive outcome for all concerned. The success of this program rests with all our schools.

Step 1. Identify the need within your school

- Specific school wide or section need- **e.g.** We need assistance with our implementation of Moodle school-wide; **e.g.** the PYP team seeks assistance in creating concrete and sustainable ideas to promote internationalism.
- Single teacher or staff need- **e.g.** Librarian needs helping setting up Mandarin **e.g.** Business manager needs assistance manager a new office program

Step 2.

- Ask people in your own team if they are aware of expertise in the CEESA region. Use the CEESA List Serve.
- Ask your Director to ask via the list serve.

Step 3. Inform your Director of whom you would like to bring to your school and ask the Director to request the exchange through the Director of the other school.

Step 4. Costs are taken care of by the receiving schools and are arranged between schools.

Step 5. Some schools will need to set up a simple contract, teachers should be informed if this is the case ahead of time.

Step 6. The receiving school is responsible for the substitute payment and per diems at the sending schools rate. This should be paid directly to the sending school.

Step 7. A school sending a teacher/staff member to another CEESA school for that person's professional development needs is responsible for all costs. The receiving school should however adhere to the guidelines to ensure all CEESA members feel valued.

All CEESA Schools participating in the CEESA Teacher/Staff Exchange Program will adhere to the following guidelines:

- Treat all teachers as the professionals they are. Although we are not paying the usual fees for facilitators, or conference presenters we should show our CEESA colleagues the same courtesy that we would show an outside presenter.
- Assign a contact person or support person
- Meet teacher at the airport
- Provide a welcome package
- Arrange Hotel
- Arrange per diem adequate to cover meals and other costs usually covered by per diem, or provide all meals
- If possible arrange that during the evenings the presenter is not left on his/her own, but has dinner with a staff member, best-case scenario someone directly involved in the project.
- All transport in country is taken care of
- Materials needed for a presentation are prepared.
- There is pre time available and appropriate space.
- Copying is taken care of by the receiving school.
- At the end of the visit a short summary on the process should be sent to the Teacher/Staff Exchange Committee, the Director of the school sending the teacher and cc's to David. At the end of the first year of implementation the CEESA Directors will evaluate the process.