

<b>Employing Mandarin Teachers from Taiwan - Information Form</b>	
Country	USA
Cooperating university /organization/school	West Windsor Plainsboro Regional School District 321 Village Road East West Windsor NJ 08550 <a href="https://www.west-windsor-plainsboro.k12.nj.us/">https://www.west-windsor-plainsboro.k12.nj.us/</a>
Person-in-charge	Charity Comella Assistant Superintendent for Personnel <a href="mailto:charity.comella@wwprsd.org">charity.comella@wwprsd.org</a> 609-716-5000 ext 5015
Number of teachers to be employed	One teacher
Applicant qualifications/eligibility (including teaching qualification & any other credentials), and application deadline	<p>Science Certification (Biology or Middle School Science Specialization Grades 5-8)</p> <p>Demonstration of fluency in the target language, which may include:</p> <ul style="list-style-type: none"> <li>○ <u>OPI</u> Score of Advanced Low or Higher</li> <li>○ A World Language (Chinese) Teaching certificate</li> <li>○ Bilingual/Bicultural Co-endorsement</li> </ul> <p>Successful Criminal History Clearance Ability to maintain a positive learning environment Strong interpersonal and communication skills</p>
Period of employment	9/1/2025- 6/20/2026
Monthly salary provided by cooperating university/organization/school (before / after taxes)	School Year Salary range is \$65,000 (Step 0BA) - \$105,630 (Step 15PhD) Salary Assignment is determined by years of certified teaching experience in the US and level of education attained (BA, MA, MA+30, PhD) at the time of hire.
Support provided by cooperating university/organization/school (i.e. health insurance, accommodation, training opportunities, tax-exemption, holidays & leave, employment visa)	<p>Health insurance is available for full time teachers. If a teacher begins employment after September 1st, there is a 60 day waiting period. Teachers are eligible for a waiver incentive if health benefits are not utilized and proven covered by another entity.</p> <p>Numerous professional development opportunities are provided by the district including a four day orientation for new teachers, two full day professional days throughout the school year, and end-of year professional development day for new teachers. Teachers are also provided a mentor if working under an NJDOE provisional endorsement with 10 days of release time to work with/observe a mentor teacher. One professional growth day, up to \$300 is permitted each year, as per contract. Additional professional development opportunities abound throughout the summer months.</p>
Support provided by Taiwan MOE	<ol style="list-style-type: none"> <li>1. Monthly living stipend: US\$1,600/month</li> <li>2. Round-trip airfare subsidy: maximum US\$1,750</li> </ol>

<p>(i.e. monthly living stipend, round-trip airfare subsidy, teaching material allowance)</p>	<p>3. Teaching material allowance for teachers: US\$300</p>
<p>Course content and teacher duties (including weekly teaching load and any other duties)</p>	<p><b><u>Planning and Preparation</u></b></p> <ul style="list-style-type: none"> <li>● Maintain lesson plans under the Board approved model for teaching and learning;</li> <li>● Develop lesson plans and instructional materials that provide appropriate instructional strategies in order to adapt the instruction to the needs of each pupil.</li> <li>● Set specific objectives in lesson preparation and weekly lesson plans and effectively instruct in a way to achieve these objectives.</li> <li>● Plan class activities and lesson presentations that are age-appropriate and meet the individual needs, interests and ability levels of all pupils.</li> <li>● Participate with other staff members in planning during designated times.</li> <li>● Incorporate into planning, all requirements in a student’s IEP provided through the district’s child study team and as required in a student’s Individual Education Plan (IEP).</li> </ul> <p><b><u>Instruction and Assessment</u></b></p> <ul style="list-style-type: none"> <li>● Provide quality instruction in accordance with Board approved curriculum;</li> <li>● Utilize Board adopted curricula and textbooks and technology resources, and other appropriate learning activities to achieve state and district standards for students.</li> <li>● Monitor pupil academic progress and personal growth toward appropriate objectives.</li> <li>● Maintain records of pupils' educational progress and summarizes these grades for reporting purposes.</li> <li>● Identify pupil needs and provide appropriate, engaging instruction.</li> <li>● Establish and maintain standards of pupil behavior needed to achieve a classroom climate that is conducive to learning.</li> <li>● Utilize class time effectively, supervising pupils in assigned activities as assigned.</li> <li>● Design assessments that inform ongoing instruction.</li> <li>● Employ differentiated instruction techniques, as needed.</li> <li>● Implement required accommodations and services as required by pupils’ individualized education programs.</li> <li>● Refer students to the appropriate support personnel using prescribed district procedures.</li> </ul> <p><b><u>Classroom Environment</u></b></p> <p>Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.</p> <ul style="list-style-type: none"> <li>● Implement all relevant policies and rules governing student life and conduct.</li> <li>● Create an environment of respect and rapport, and establish a culture for learning</li> </ul> <p><b><u>Professional Responsibilities</u></b></p> <p>Strive to maintain and enhance professional competence and continuous</p>

	<p>improvement through professional reading as well as participation in workshops, conferences, college courses and appropriate staff development programs in accordance with district guidelines.</p> <ul style="list-style-type: none"> <li>• Attend school and district meetings as required.</li> <li>• Complete all state mandated training and other professional development requirements annually.</li> <li>• Communicate with parents or guardians through conferences and other means to inform them about the academic and social/emotional expectations in relation to pupil growth.</li> <li>• Enhance the instructional program by using community resources and professional contacts as appropriate.</li> <li>• Collaborate with other professional staff members to create an optimal learning environment for struggling learners.</li> <li>• Maintain confidentiality about students in accordance with State and Federal law, as well as district policy.</li> <li>• Uphold and enforce school rules, administrative regulations and Board of Education policies.</li> <li>• Perform other duties within the scope of his/her employment and certification as may be assigned by supervisor or principal under authority of the Superintendent of Schools.</li> </ul>
Course level(s)	7th Grade Science - Mandarin & English
Any other material applicant should provide (e.g. short video of their teaching)	<ol style="list-style-type: none"> <li>1. Teachers must submit an on-demand video interview upon application to the district for a teaching position. Teacher may be required to schedule and present a demonstration lesson with students.</li> <li>2. A current résumé</li> <li>3. Evidence of fluency in English and Mandarin Chinese</li> <li>4. Science Certification (Biology or Middle School Science Specialization Grades 5-8)</li> <li>5. Demonstration of fluency in the target language, which may include: <ol style="list-style-type: none"> <li>(1) OPI Score of Advanced Low or Higher</li> <li>(2) A World Language (Chinese) Teaching certificate</li> <li>(3) Bilingual/Bicultural Co-endorsement</li> </ol> </li> </ol> <p>Send the above material to:  Charity Comella  Assistant Superintendent for Personnel  charity.comella@wwprsd.org  609-716-5000 ext 5015</p>
Contact person / contact method	Dr. Ashley Warren Supervisor of World Languages & Dual Language Immersion <a href="mailto:ashley.warren@wwprsd.org">ashley.warren@wwprsd.org</a> 609-716-5000 Ext. 5120
Remarks	<ol style="list-style-type: none"> <li>1. The current deadline for applications is April 30, 2025.</li> <li>2. The selected teacher must be able to carry full teaching responsibility in a 7th grade classroom, including designing and implementing district approved lesson plans.</li> <li>3. Visa Requirement for Teachers: J-1 Visa Process  Steps for the J-1 Visa Application: <ol style="list-style-type: none"> <li>(1) Taiwan Ministry of Education Approval: After the Taiwan Ministry of Education agrees to send the teacher to the U.S., the Education Division of TECO in New York (or Washington)</li> </ol> </li> </ol>

will issue an English letter of appointment on behalf of the Taiwan Ministry of Education.

- (2) DS-2019 Form: The West Windsor Plainsboro Regional School District will use this letter to apply for the DS-2019 form from the U.S. Department of State, which is required for the J-1 visa application.
- (3) Sending DS-2019 to the Teacher: Once the DS-2019 form is approved, the school district will send it to the teacher.
- (4) J-1 Visa Application: The teacher will take the DS-2019 form to the American Institute in Taiwan to apply for the J-1 visa.
- (5) Visa Fees: The teacher is responsible for the visa application fee.