

## ANNOUNCEMENT TO PARTICIPATE

### "2021 MEXICO/UNITED STATES TEACHER EXCHANGE PROGRAM"

The Federal Government of the United States of Mexico, through the Department of Education and the Department of Foreign Affairs, in coordination with the Binational Migrant Education Program Mexico-United States (PROBEM), based on Addendum X of the Memorandum of Understanding on Education between the governments of the United States of Mexico and the United States of America; invites state educational authorities of Mexico and Local/State Educational Agencies and departments, and community-based organizations in the United States to submit nominations for teachers to participate in the "2021 Binational Teachers Exchange Program", PROBEM, referenced now as the "PROGRAM".

#### Objective

Mexican teachers will travel to participating locations in the United States to partake in an educational experience lasting from three to eight weeks during the summer school calendar. Under a reciprocity agreement, US teachers will visit schools during one or two weeks to assigned locations within the states who participated in the exchange program.

#### Purpose

To promote a better understanding between Mexico and the US and reinforce our educational processes of students in both countries through participation of teachers qualified in the context of multiculturalism and binational identity.

#### Activites

- To contribute and enhance knowledge of history, culture, values and national traditions in students of Mexican origin living in the United States, and to strengthen their national identity while improving the quality of education.
- To foster ongoing communication between teachers in the US and Mexico's teachers in order to share experiences in the educational setting in order to increase knowledge of teaching and instruction within primary and secondary education.
- Contribute to the improvement of educational services provided to Mexican and/ or students of Mexican origin living in both countries through our collaborations with administrators, teachers, parents and students during the implementation of the program.
- Assist in teaching math, reading and writing, the sciences, history, Mexican culture and provide support in other subjects that contribute to higher educational attainment.

## Basis for Participation

### 1. Requirements for Candidacy

#### 1.1 Mexican Candidates

- Must be a Mexican citizen; have a valid passport by December 31, 2020 and no criminal record in Mexico or the United States.
- Have bachelor's degree in education with specialization in preschool, elementary, middle, upper middle, indigenous, special pedagogical area or a Normal School, Normal School Superior, National Pedagogical University or equivalent education in another institution of higher education in the national education system.
- Must be a teacher in education: preschool, elementary, middle, upper middle, indigenous, special education and/or teachers of the "National Basic English Education Program".
- Have a permanent teaching position.
- Provide evidence of a minimum B1 level English Proficiency in all four-communication domains, or a level 12 in a CENNI certificate. Teachers of indigenous languages may waive the requirement for English proficiency if they are selected to fill a preselected profile where a native language is a requirement.
- Minimum experience of three years as a lead teacher and experience in the areas of design and implementation of educational projects and teacher made materials.
- Availability to leave the country from three to eight weeks during the summer months or during the school year 2019-2020.

#### 1.2 US Candidates

- Be a US citizen or Mexican resident, have a valid passport and no criminal record in Mexico or the United States.
- Have documentation that evidences education and/or training in the teaching profession.
- Have a basic knowledge of the Spanish language in the 4 communication domains.
- The participant must have a minimum of three years' experience as a lead teacher in a classroom setting as well as experience designing projects and educational materials.
- Availability to leave the country for at least three week during the school year or in the summer time.

### 1.3 Restrictions to both, US and Mexican participants

- Teachers (Mexico and US) will travel alone, under no circumstances will it be allowed to have a third party person/group outside travel with or accompany participants during planned activities of the program.

## 2. Documentation

### 2.1 Initial Phase for Participation in Exchange

The number of teachers required from each US state are to be sent to the Mexican Executive Board of PROBEM, through the consular network, Directors of Migrant Education, School District Coordinators, and/or Community Organizations in the United States to the following email address: [ime@sre.gob.mx](mailto:ime@sre.gob.mx) and to the executive secretariat to the following email addresses: [anmex@nube.sep.gob.mx](mailto:anmex@nube.sep.gob.mx)

- The confirmation of the number of candidates to sponsor by participating local/state education agencies will be sent to the Mexican Council of PROBEM through the General Office for International Relations of the Mexican Department of Education (SEP) with electronic copy to: [ime@sre.gob.mx](mailto:ime@sre.gob.mx) and to the executive secretariat to the following email addresses: [anmex@nube.sep.gob.mx](mailto:anmex@nube.sep.gob.mx)
- No individual applications will be accepted. All applications in the case of Mexican teachers must be submitted through their perspective education agency, through their State Coordination of PROBEM; and in the case of US participants and Mexican requests by School Districts, State Directors of Migrant Education, Local Educational Agencies, Community Organizations and Mexican consulates in the United States and the Institute of Mexicans Abroad.

## 3. Procedure

### 3.1 Initial Call for Applicants

- In the United States, through the Mexican consular network, the US Department of Education, Office of Migrant Education, State Directors of Migrant Education, School Districts and Community Organizations.
- In Mexico through the Office for DGPEMPC, Mexico Department of Education (SEP), the State Departments of Education and Institutes of Education and State Coordination of PROBEM, National PROBEM Coordinating Committee, and the Coordination of Mexican PROBEM group.

## 3.2 Phases

### 3.2.1 Phase 1: Mexican Teachers Visiting the United States

After receiving the initial application for participation in the teacher exchange by US institutions, and confirmation on sponsored teachers by the Mexican Federal Entities; The exchange commission of the Mexican Council of PROBEM numerically assigns spaces available, considering the principle of equity in accordance with established agreements within the framework of the Binational Meeting of PROBEM, except in the case of requests for speakers of indigenous languages or special education, which will be considered on a case by case, the debate of the Committee are conducted in close coordination with the hosting US education agencies and State institutions PROBEM Coordinators.

Based on all requests received in the applications, state coordinators of PROBEM will create a shortlist of qualified teachers within their states.

Preselected candidates will be interviewed in person or remotely, by representatives from school districts/community organizations to which they were preassigned. At this time, a revision of documents for pre-selected candidates will be conducted.

Candidates who have been pre-approved to participate by each educational/community entity must attend the National Training Seminar and sign the "Letter of Commitment for Compliance to the Special Assignment of the Exchange Program."

The Office for International Relations will receive the list of participating teachers validated by each entity, and it will send the final official list of participants to State Coordinators and other members of the Mexican Council of PROBEM.

US counterparts will coordinate the logistics of visa procedures, teaching assignments, transportation, lodging, meals, stipend and other activities necessary for the exchange program.

The State Coordinators in Mexico PROBEM notify in timely manner participation all travel dates as well as flight itineraries of all participating teachers to the Technical and Executive Secretariats, as well as School Districts, State Directors and/or Community Organizations.

At the completion of the exchange program, we will convene a National Evaluation Meeting for the 2020 Teacher Exchange Program; PROBEM State Coordinators and Directors and/or Program Coordinators from the United States will be involved as well as participants from individual states as deemed appropriate by their state coordinators to showcase success stories, specific experiences and best practices.

### 3.2.2 Phase 2: Education Representative Visiting Mexico

The process of the second phase will be the responsibility of School Districts, Educational Institutions, with Migrant Program or Bilingual Education, and Community-Based Organizations in the United States.

Assigning of place of exchange will be determined jointly with the states that have sent teachers to the US to participate in the exchange, under a principle of reciprocity and timely informing the Mexican Council of PROBEM.

## 4 Timeline:

### 4.1 Phase 1

ACTIVITY	DATE	RESPONSIBLE AGENCY
The Office for DGPEMPC sends Notice of the 2021 Teacher Exchange Program Mexico-United States to local education authorities through the Institute of Mexicans Abroad via the consular network in USA.	From November 9-13, 2020.	DGPEMPC - IME
Distribution of Announcement to Participate of the "2021 Teacher Exchange Program Mexico-United States" by Local Authorities.	From November 9, 2020 to January 22, 2021.	PROBEM
Deadline for participating local state authorities to send confirmation of number of sponsored teachers (PROBEM) to DGPEMPC.	January 29, 2021.	PROBEM (STATE)
Deadline for US School Districts/Local Educational Agencies to submit requests to the Office for International Relations through IME.	January 29, 2021.	CONSULAR NETWORK - IME
The Commission (SRE-IME; SEP-DGPEMPC-DGAIR; and National Coordination and Vice-coordination of PROBEM and Coordinators of the sponsoring states of teachers for the Exchange) pre-assigns spaces for participation and reviewing professional profiles as requested by US institutions.	February 12, 2021.	The Commission SRE-SEP and PROBEM GROUP
Send notification to the Council (DGPEMPC-IME) and Coordinators in the US, of required information and documentation according to professional profiles of teachers shortlisted by State Coordinators in Mexico PROBEM.	From February 15 to March 12, 2021.	The Commission SRE-SEP.
Documentation review and preliminary interviews by USA Coordinators.	From March 1-12, 2021.	SEP – US COORDINATORS
Review proposals for States to host the XXIV National Training Seminar and send formal communication with final decision to the Mexican group of PROBEM.	From November 3, 2020 to February 5, 2021.	PROBEM
XXIV National Training Seminar for the 2021 Binational Teacher Exchange Program.	March 18 – 21, 2021.	The Commission SRE-SEP; PROBEM México – EUA

Process to Complete J-1 visas	Beginning March 22, 2021.	
Participation of Mexican Teachers in the Exchange program during the summer 2020	From May to August 2021.	
National Evaluation PIM 2020 Meeting	September 9-10, 2021.	

## 5 Commitments and responsibilities of US and Mexican educational/community agencies participating in the Exchange Program:

### 5.1 Phase 1: Mexican Teachers Visiting the United States

#### 5.1.1 Mexican Education Agency

- Cover the cost of air transportation Mexico-USA-Mexico, life insurance, the cost of repatriation in case of death while participating in the program.
- Maintain close communication with participating teachers and members of the Mexican Council of PROBEM with focus on the Teacher Exchange Program, through official channels previously established.
- Fulfill to the extent possible, specific requirements as established by school districts/sponsoring organizations as described in their applications, with emphasis on the request of teachers speaking an indigenous language, special education and English proficiency exclusively.
- Comply fully with deadlines established for participation in the exchange program.
- Conduct, if possible and feasible an evaluation visit to monitor the participating teachers during their stay in the United States.

#### 5.1.2 United States Education Agency

- Cover the cost of the SEVIS and major medical insurance for each participant.
- Provide lodging, meals, local transportation, phone card (optional) and a stipend of at least \$150.00 US dollars per week for each Mexican teacher participating in the program.
- Comply fully with the dates established in this Announcement for Participation. Provide information on the areas or themes in which the teacher will provide instruction so teachers will have time to prepare and design their projects for the summer.

- Maintain close communication with participating teachers (and local coordinator) and members of the Mexican Council of PROBEM with focus on the Teacher Exchange Program through official communications channels previously established for this purpose.

## Phase 2: US teachers visiting Mexico.

### 5.2.1 US Education Agencies sending Representatives

- Cover travel costs between US-Mexico-US for participants in accordance with budgetary restrictions from the receiving state.
- Comply fully with the dates established in this announcement for participation.
- Maintain close communication with participants and members of the Mexican Council of PROBEM as related to the Teacher Exchange Program through official channels previously established for this purpose.
- Approve an educational work plan with the coordinator of PROBEM and the host state.

### 5.2.2 Mexican Education Agencies Receiving Participants

- Provide lodging, meals, local transportation and a phone card (optional) for participating teachers.
- Comply fully with the dates established in this announcement for participation.
- Maintain close communication with participants and members of the Mexican Council of PROBEM as related to the Teacher Exchange Program through official channels previously established for this purpose.

## 6 Activities for Teachers Participating in Exchange:

### 6.1 Mexican Persons

- Teachers selected to participate in the exchange program will share their pedagogical knowledge and experience in pre-school, elementary, secondary and/or high schools in their designated school districts/community organizations participating in the program.
- Visiting teachers will work in coordination with other teachers to deliver instruction to children and young Mexicans/Mexican-Americans, Hispanics and children of other

nationalities, recognizing the principles of inclusive education through multicultural educational contexts.

- Develop an educational work/lesson plan in collaboration with the School District/organization where they were assigned to participate.
- They must also:
  - Support the School District's efforts in identifying and incorporating families into the Migrant Education Program.
  - Collaborate and Assist in the promotion of parental involvement activities.
  - Participate in community or extracurricular activities organized by the Institute of Mexicans Abroad (IME), in collaboration with consulates, only when these activities do not interfere with the development and implementation of previously scheduled activities and objectives and the sponsoring organization is in complete agreement of such activities.
  - Collaborate and suggest the development and use of training materials to improve educational programs for children and young Mexicans in the United States.
- Provide their PROBEM Coordinator, the local coordinator and the State Migrant Education Coordinator (if applicable) in USA a full paper and digital report of activities during the exchange, including suggestions and contributions they consider relevant to improve the exchange process (Evaluation Survey).
- Participating teachers, upon their return to Mexico will contribute to the dissemination and promotion of the exchange program, and contribute their experiences to improve the education of transnational students that enroll in our school systems in coordination with PROBEM in their states.

## 6.2 US Persons

- Selected participants in the exchange program will share information regarding both educational systems, in addition they will also share educational and methodological best practices and experiences in public schools in preschool, elementary, secondary levels and/or high schools. Specifically experiences that enrich an understanding of student achievement in areas of high migration and/or serving returning students from the US.
- Participate in activities proposed in the schedule of academic activities previously agreed by PROBEM coordinators.

Develop and deliver a report of activities conducted during the exchange, including suggestions and feedback they deem appropriate to improve the process of the exchange program.

## CLAUSE

The PROBEM Mexico-United States Teacher Exchange Program will be carried out as long as there are sanitary conditions agreed by the competent authorities of both countries.



The foregoing, due to the consequences of the SARS COV-II (coronavirus) pandemic or any other that is considered to threaten the safety, well-being and health of the educational authorities of both countries, the participating teachers and the girls, children and young people benefit from this program.

Likewise, it is the competence of each state educational authority, both in Mexico and the United States of America, to decide to carry out said exchange in their respective states, as long as there are no force majeure impediments that put the well-being of their teachers at risk.

The Executive and Technical Secretariats of PROBEM, express their support and commitment to the state educational authorities of Mexico and the United States of America, prioritizing the health and well-being of teachers at all times before, during and after the exchange.

**FOR MORE INFORMATION ABOUT THIS PROGRAM, CONTACT:**

In México:	In the United States:
<p>Mexican Department of Education Secretaría de Educación Pública, SEP.</p> <p>Directorate General for Educational Policy, Good Practices and Cooperation DGPEMPC.</p> <p>Donceles 100, 1er. Piso, Oficina 204, Col. Centro, 06020, México, Ciudad de Mexico.</p> <p>Telephone: 01 (55) 3601 1000 Ext. 62908 – 62900</p> <p><b>EMAIL:</b></p> <p><a href="mailto:anmex@nube.sep.gob.mx">anmex@nube.sep.gob.mx</a></p> <p><b>Website:</b> <a href="http://www.dgri.sep.gob.mx">www.dgri.sep.gob.mx</a></p>	<p>Nearest Mexican Consulate and/or The Institute of Mexicans Abroad.</p> <p>Dirección de Educación y Cultura Plaza Juárez No. 20, Piso 17 Av. Juárez, Col. Centro, 06010, México, Ciudad de Mexico.</p> <p>Telephone: 01 (55) 3686 5100 Ext. 7518</p> <p><b>EMAIL:</b></p> <p><a href="mailto:ime@sre.gob.mx">ime@sre.gob.mx</a></p> <p><b>Website:</b> <a href="http://www.ime.gob.mx">www.ime.gob.mx</a></p>