



RECOMMENDED PROFESSIONAL PRACTICE WHEN A JOB IS OFFERED

Accepting the offer of a job at an international school is an important decision for you and, if applicable, for your family. We expect our schools to have entered in our database thorough information about the school population, salaries, benefits and any relevant visa regulations. Before accepting an offer, you need to research the school thoroughly, and also about its location, and consider carefully whether these seem a good fit for you. Besides looking at the information in our database, you should take a good look at the school's own website and if possible, ask for a "guest" login to the community portion so you can see information provided there for parents and staff. We also recommend asking if you can speak to one or two teachers currently working at the school whose family status is similar to yours.

The contract should clearly set out the contract period (including number of work days), workload, benefits and – as precisely as possible – the position you are being offered.

When a school recruiter offers you a position, you should ask the following:

- "Just to be sure, are you definitely offering me a position?"
- "To help me confirm the details of this offer, would you please provide the contract or a sample contract?"
- "Would you please confirm this offer in writing, by email to me, copied to my associate, within the next hour or two? I will then be happy to email my answer to you, copied to my associate, by the agreed deadline of X hours from now." [This implies that the offer is made at a fair, and that at least a sample contract has been provided. The text and time limits might be modified for offers made outside of fairs, but should remain equally clear.]

The various suggested questions below may be useful. Be sure that you have carefully read all available information (our website, school website and any documents given by the school) before asking the school to answer any question(s).

GENERAL TIPS BEFORE MAKING YOUR DECISION

Take your time. Schools will give you at least 24 hours, and often longer, in which to make a decision. If the time is not long enough, and you are uncertain, politely request a bit more time. If the school is unwilling to give you that time, think long and hard before accepting the offer. You must feel comfortable before saying yes. If in doubt, or confused or uncomfortable, or if the job is not what you expected, please talk to one of us...that's why we're here.

Questions to have had answers to before accepting an offer

FINANCIAL ITEMS

My Salary

Do I receive credit for experience? My degrees? How will I be paid (US\$/local currency/other)?

Taxes/Net monthly pay

Are there local taxes? If yes, is this paid by the school or the candidate?

May I see a breakdown of what my net monthly pay will be?

When can I expect to receive my first salary payment?

PTO

Payment/Package

- What type of visa will I need, and who is responsible for obtaining and paying for it?
- Will my initial airfare be paid ahead or reimbursed after arrival? Does it cover my dependents?
- What is the shipping allowance coverage? Monetary or by weight? Air/sea? Extra luggage?
- Does the school assist with shipping some of my teaching materials?
- How often will I receive airfare to my home of record?
- Is there a settling in allowance and if so, how is this paid?
- What type of health insurance is there? Is there coverage for pre-existing conditions? Does the insurance cover me world-wide, regionally, or just in the host country?
- Is a retirement plan/pension offered? Is my contribution matched by the school? Is the fund transferable?
- Does the school provide a cell/mobile phone and/or a computer/tablet?
- (and if applicable):*
- Will I be offered full or partial tuition remission for my children?
- Does this include sports/arts/trips/uniforms or do staff members pay this?
- Are there job opportunities for a trailing spouse/partner in this country?

HOUSING (WHEN ALLOWANCE OR HOUSING IS PROVIDED)

- How safe is the neighborhood where my housing will be?
- Is housing pre-selected or does the teacher select it? If the latter, how does the school help?
- If provided by school, how far away is it? If not walking distance...how do I get to school?
- Is housing furnished? What can I expect to find? What will I need to bring?
- May I have friends/family visit and stay with me in my accommodation?
- Utilities: Will school assist with set up? Does school pay for utilities? What utilities are included? Average cost per month?

HOUSING WHEN ALLOWANCE NOT PROVIDED

- How is this handled? Is there any support to help me find an apartment?
- What would be the typical cost of a . . .-bedroom apartment? (whatever size you'd need)

PROFESSIONAL ENVIRONMENT

- How international is the school? What percentage of students need additional support with English?
- What percentage of teaching staff leave annually? What is the average/median length of stay?
- Will my teaching assignment be specified in my contract....will it be adhered to?
- Will I be expected to take on after-school responsibilities? Are these paid? How much time is expected?
- How is Professional Development provided? What would your teachers say about the quality/frequency of PD?
- May I attend training courses and/or conferences? How is this decided?
- Will the school finance my attendance at conferences if I am a presenter?

END OF CONTRACT

- When is notification required regarding extension of contract or leaving?
- At end of contract, is shipping allowance given? What other assistance is given at end of contract?

SOCIAL EXPERIENCES

- What do teachers do in their out of school hours?
- Will I be able to continue the sports or other activities I enjoy?
- What do teachers particularly enjoy about living in this location? Are there any drawbacks?