



LINCOLN

NEW FACULTY HANDBOOK RECRUITING TO ORIENTATION

Lincoln provides an education to the highest US accreditation standards, focused on academic excellence and developing confident, ethical world citizens.

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Welcome to Lincoln!

The purpose of this handbook is to make an easy and smooth transition into our school community as well as help you keep track of all the steps you must follow from the moment you decide to work at Lincoln through the orientation days.

Important email addresses

Mike Martell - Superintendent - mike.martell@lincoln.edu.ar

Blanca Serra - Superintendent Assistant - blanca.serra@lincoln.edu.ar

Ines Barbosa - Foreign Hire Services - ines.barbosa@lincoln.edu.ar

Margareth Hinsberger - Business Manager Assistant - margareth.hinsberger@lincoln.edu.ar

Section 1 - About Lincoln and Buenos Aires

AEL is located along the Rio de la Plata of Buenos Aires, one of the largest Metropolitan cities in South America. Often referred to as the Paris of South America, it is renowned for its Parisian architecture and rich European heritage. On the weekends you can typically find the plazas filled with people, friends and families drinking mate, playing soccer, or even just enjoying a good book. Public art, theatre and musical performances are also a popular pastime, and with such a vibrant city at the tip of your fingers, there is never a lack of things to do.

Section 2 - Recruiting Fairs, Requirements and School Pack

Lincoln participates in a variety of recruiting fairs world-wide as well as online.

Minimum requirements:

- Teaching certificate
- Bachelor's Degree
- 2+ years' experience

Preferred requirements:

- Teaching certificate
- Master's Degree
- 5+ years' experience
- Overseas teaching experience

The School Pack, that you will find at the end of this handbook includes:

1. School Profile
2. School Year Calendar
3. Letter of Intent
4. Salary Scale
5. Foreign Hire Benefits Sheet
6. Model Contract

Section 3 - General Info Sheet and Documents to scan and send

Now is when you begin sending all the info and documents we will need in the process of hiring and bringing you to Argentina!!

Blanca Serra is the Superintendent Assistant and will be centralizing all your paperwork before you arrive in Buenos Aires.

It is important that you scan and send all these documents in the list below as soon as possible to Blanca blanca.serra@lincoln.edu.ar. All documents should be saved as **PDF** files before you send them.

1. For your work-visa we will need a scanned copy of:
 - a. Your entire passport (make sure the page number comes out right). It is very important to make copies of the entire (cover to cover, covers included) passport.
 - b. Your Birth Certificate issued by the Vital Records Department of the State, or Country of Birth. Apostilled
 - c. Marriage certificate (if applicable). Apostilled
 - d. Dependent's birth certificate (if applicable). Apostilled
2. Make sure to scan and email the following documents as well:
 - a. Teaching Certification up-to-date.
 - b. Original Transcript (it is the transcript sent by the University with graduation date and degree granted) for all the degrees, Diplomas can be sent as well
 - c. Letter with proof of every year of experience that will be counted in the contract (can be a letter of recommendation or letter from the Human Resources Department of the previous school)
 - d. Police Reports
 - i. Issued by your current country of residence
 - ii. Issued by your state
 - ii. Federal background check

Section 4 - Visa process and procedures

Margareth Hinsberger (margareth.hinsberger@lincoln.edu.ar) is the Business Manager Assistant and will be helping you through the process of getting your Argentine work visa.

The first thing Maggie will need is for you to send her the address where you will be residing when you apply for your visa. The immigration office will use this information to determine the consulate where you will apply for your visa.

Section 5 - Housing information

Ines Barbosa (ines.barbosa@lincoln.edu.ar) is the person in charge of Foreign Hire Services. Ines will be the person renting your new home in Argentina.

You will be housed in an apartment or house in the neighborhoods nearby Lincoln campus (Olivos, La Lucila, Martinez and Acassuso).

Houses and apartments are furnished with a living and dining room set, queen size bed (single teachers and couples), single bed for children (if applicable), fridge, washing machine, microwave, vacuum cleaner. The school also provides towels, sheets, covers and pillows for all beds, set of plates, silverware and pots for your kitchen.

Section 6 - Airfare, Point of Origin and Dates

Ines Barbosa will also arrange for your tickets to fly into Buenos Aires. You will need to make sure to provide your Point of origin, Airport code, Date of birth, Nationality and Passport number on the General Info Sheet at the end of this handbook. Ines will be using this information to book your flights.

New Foreign Hire teachers are expected to arrive in Buenos Aires between July 16th and 18th, 2016. Please make sure to email Ines with the date you would like to arrive.

Once Ines has arranged your flight, she will contact you with the details. You will also need to let her know the number of suitcases/packages you will be travelling with.

Section 7 - What to pack and bring

The following lists will help you know what things you cannot purchase or find in Argentina and the things you may want to bring.

Not available in Argentina...

Maple syrup

Bounce

May want to bring because...

If you like hot sauce, you may want to bring some along. You can get Tabasco Sauce, but it's expensive.

The variety of spices is quite basic, you can find things, but they can also be expensive once you find them.

If you have a sweet tooth...you can't get typical north american gum or candy.

If you have special medication, since you may not find specific brands.

Available but extremely expensive...

High thread count bed sheets

Clothing

Shoes

Feminine products

Make-up/facial cleansing products

If you have questions about specific products please ask. We have many faculty members who will be happy to correspond with you.

Section 8 - Arriving in Buenos Aires

As soon as you arrive in Buenos Aires someone will be waiting for you at the airport and drive you to your new home, please don't forget to let Ines know the number of suitcases/packages you will be travelling with in order to send the correct size of transportation to pick you up. Ines will be waiting for you at your apartment to hand you your keys and tuck you in.

The day after you arrive someone from the welcoming committee will take you around your neighborhood to show you where to get essentials around your house.

Section 9 - Orientation

The Lincoln New Faculty Orientation consists of a variety of activities from supermarket shopping to wine tastings.

The idea is to show you around supermarkets, shopping malls and a little of Argentine culture the first weeks you are in Argentina.

Approximately a week before you arrive in Buenos Aires you will receive an email with the schedule of the New Faculty Orientation. The schedule will include morning meetings on campus with key people, such as the Superintendent, Principals, the Security and Technology Managers, among others. In the afternoons you will have "Nesting Activities" such as going to supermarkets, Home Center type stores and shopping malls where you will be given time to buy all the things you think necessary to make your new house a home.

There will also be a few evening social events to meet other employees at school.

Checklist / Mind map

Send to:
Blanca

Complete General Info Sheet

Signed Letter of Intent

Passport cover to cover

Birth Certificate

Marriage certificate (if applicable)

Dependent's birth certificate (if applicable)

Teaching certificates up to date

Original Transcripts

Years of experience proof letters

FBI background check

Current country of residence police report

State police report

Send to:
Maggie

Address for visa process

Send to:
Ines

Are you bringing a pet?

Date you would like to arrive in Buenos Aires.

How many suitcases will you be travelling with?

School Pack

School Facts

Asociación Escuelas Lincoln (Lincoln, the American International School of Buenos Aires) is a private, coeducational day school which offers an academic program from preschool education (age 4) through grade 12 for students of all nationalities. Lincoln was founded in 1936. The school year is comprised of two semesters extended from early August to late December and from early February to mid-June.

Organization: Asociación Escuelas Lincoln is a nonprofit organization, governed by a 12 member Board of Governors. It is officially recognized by the Argentine Provincial Ministry of Education and is income and value added tax-exempt under Argentine law.

Curriculum: The curriculum is based on U.S. accredited standards, accredited by the New England Association of Colleges and Schools (NEASC). The national program is accredited by the Argentine system from Kindergarten to grade 12. Spanish is taught in all grade levels. Portuguese is taught as a foreign language in high school. The International Baccalaureate diploma is offered as optional. Instruction is also given in Art, Chorus, Band, Drama, Film Animation, Yearbook/Publications, Physical Education, and Computer Applications. The School offers a moderate special education program, including remedial reading and English Language Learners (ELL), but only a limited number of students with special needs are accepted, depending on the School's ability to adequately meet such special needs. Among the extracurricular activities offered there is Tennis, Ballet, Jazz, Reader Workshop, Soccer, Swimming, Taekwondo, Volleyball and Basketball. The school also offers local and International Sport Trips as well as Curricular Field Trips. Most of the graduates go on to colleges and universities in the United States.

Faculty: Our faculty is comprised of approximately 50% local and %50 foreign hire. The majority of our foreign hire staff are from North America.

Enrollment: At the beginning of the 2015-2016 school year, enrollment was approximately 760 PK4 through grade 12 representing 48 nationalities.

Facilities: The elementary and middle schools are housed in a large building that includes seventy classrooms and a library, as well as a computer lab and art room for each school, and a drop-in center. The middle school also has three science labs and two PC labs. The high school is housed in a purpose built facility that has twenty-seven classrooms, an Aula Magna, a library, four science labs, two computer labs, two music rooms and an art center. Additional school facilities include: a Wellness Center (with 3 registered nurses), playgrounds, 3 playing fields and an athletic track, a cafeteria, a theater, an auditorium and a covered swimming pool. The gym, built in 2006, has a professional basketball court with retractable bleachers, a fitness center, offices, changing rooms and an underground parking lot with an eighty car capacity.

Annex

1. 2015-16 Salary Scale
2. Benefits sheet
3. Retirement Program
4. Letter of Intent (please print, scan/save as a PDF and send)
5. General Info Sheet (please print, scan/save as a PDF and send)

ASOCIACION ESCUELAS LINCOLN

U. S. DOLLAR FOREIGN HIRE SALARY SCALE - 2015-16 SCHOOL YEAR

Beginning August 1, 2015

STEP	BACHELOR'S DEGREE	BA DEGREE +18 APPROV. GRADUATE HOURS	MASTER'S DEGREE	MA DEGREE +36 APPROV. HOURS
	A	B	C	D
0	35,180	36,646	39,576	40,764
1	36,646	38,110	41,041	42,272
2	38,110	39,576	42,511	43,786
3	39,576	41,041	43,975	45,294
4	41,041	42,511	45,445	46,808
5	42,511	43,975	46,905	48,312
6	43,975	45,441	48,373	49,824
7	45,441	46,905	49,836	51,331
8	46,905	48,373	51,302	52,841
9	48,313	49,836	52,768	54,351
10	49,763	51,302	54,236	55,863
11	51,255	52,768	55,700	57,371
12	52,792	54,350	57,166	58,881
13	54,377	55,981	58,631	60,390
14	56,010	57,661	60,097	61,900
15	57,689	59,390	61,563	63,410
16	59,420	61,173	63,410	65,312
17	61,205	63,007	65,311	67,270
18	63,040	64,896	67,270	69,288
19	64,932	66,844	69,287	71,366

Maximum entry level is Step 10
Step increases end after Step 19

Board approval: 23 - Apr - 15

BENEFITS PACKAGE FOR 2015-16



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Foreign-Hire Faculty

1. Annual Salary: Annual salary is free of Argentine income and salary taxes. The annual salary is divided into 13 payments, and paid monthly over 12 months. The thirteenth part is paid half in June and half in December, the other twelve are paid equally per month. Approximately 90% will be paid in US dollars, deposited into an account provided by the employee. The remainder will be paid in pesos converted at the official rate deposited in a local bank account. Annual salaries are determined by degree and proven experience. All certifying documents, diplomas and transcripts must be presented before the initial contract is drafted. This percentage could be subject to change from contract to contract.
2. Visa/Working Documents: AEL will be responsible for the costs of all working documents.
3. Cost Of Living Allowance (COLA): Teachers will receive a AR\$3000 (single) or AR\$3500 (working couples) monthly cost of living allowance to help cover local expenses they may have.
4. Retirement Plan: Teachers may open an investment account with Raymond James Financial Services (RJFS). The school will match up to 8% of the teacher's base salary deposited into the account. See the Lincoln Retirement Plan attachment for details.
5. Housing: Lincoln will assign new teachers to an apartment complete with basic furnishings. After the first year teachers will receive a housing allowance and are free to find their own apartment/house. See the Lincoln Housing Procedures attached for details.
6. Internet: Lincoln will pay for internet access for teacher residences. This amount will be added to the COLA each month.
7. Spanish Lessons: The school offers a Spanish lesson allowance that must be used in the first hired year. This money can only be applied to Spanish lessons.
8. Airfare: The school provides round-trip economy class tickets for the teacher and their approved dependents to the teacher's city of origin on an annual basis. Tickets may only be used for the break period at the end of the school year. At the completion of the last contract teachers will receive a 1-way ticket or round-trip, which ever has the lowest cost.
9. Health Insurance: The school provides international (Clements) and local (Medicus) health coverage for teachers and their approved dependents. Dependent children will be covered while enrolled at AEL. The international insurance begins Aug 1. Local insurance begins on the date of arrival.
10. Life Insurance: The school provides a US\$25,000 life insurance policy for teachers. The beneficiary is chosen by the Teacher.
11. Lunch: The school provides a cafeteria lunch to all hired teachers and their children if they attend Lincoln School (PK4-12).
12. Parking: The school provides free parking for teachers that choose to purchase a car.
13. Education: The school provides a waiver for tuition and fees for approved dependent children.
14. Professional Development: Teachers may receive up to US\$1,000 reimbursement for professional development. PD must support school goals and be approved by the principal. Additional funding may be available for required PD i.e. IB, AP, etc.
15. Shipping: Reimbursement for shipping to a maximum of US\$1,500 for singles, and US\$2,500 for couples will be paid upon arrival and presentation of official receipts. An additional US\$500 will be allocated per child. Reimbursement for shipping to a maximum of US\$4,500 for singles, and US\$6,500 for couples will be paid upon submission of official receipts at the end of the final contract. An additional \$500 will be allocated per child.
16. Settling In: Single teachers will receive up to US\$1,500 and couples up to US\$2,000 in pesos at the official rate for settling in. Teachers may apply a portion, or all of the settling in money, in US\$ towards their shipping.
17. Attendance: Teachers receive up to 10 days per year. Unused days can be rolled over to the following school year until a maximum of 30 days has accumulated in the teacher's "sick day bank". Teachers will be reimbursed for all unused sick days in their bank at the current rate of US\$50 per day.
18. Personal Days: Each teacher will receive 3 days to conduct personal business. Prior approval by the principal and superintendent is required. Normally, more than 1 day per month, consecutive days or days in conjunction with holidays will not be granted. Personal days cannot be requested for the first or last month of each semester. Personal days are not cumulative. At the end of each year, teachers will be reimbursed for all unused personal days at the current rate of US\$50 per day.
19. Co-Curricular Activities: All teachers are required to sponsor 1 activity per year without stipend. Payment will be received for additional activities. See attached FH Benefits Procedures.



Overseas Retirement Plan

As a part of your benefits package, teachers are encouraged to fully participate in the Lincoln Retirement Plan, an employee benefit offered to help foreign hire faculty to set aside funds for retirement. To participate, teachers will open a Raymond James Financial Services retail brokerage account serviced by the office of Raymond James

Financial Services (RJFS). The Business Office will be sending you a form where you can indicate your intent to join.

It is important to note that the Lincoln Retirement Plan is not an IRS qualified retirement plan such as an IRA, 403(b) or 401(k) as is generally used in the USA. There are no contribution limits and withdrawals from the account are not subject to IRS penalties. Interest income, dividends, capital gain distributions, and gains from the sale of securities are taxable in the year they are earned and/or realized. US citizen accounts with taxable activity over \$10 are reported to the IRS and will generate a 1099 tax statement.

Funds deposited in the employee RJFS accounts may not be withdrawn while the employee remains under contract with Lincoln. Upon completion of their final contract, employees are free to do what they wish with the account: transfer it to their next post, continue contributing with personal funds, partial cash-out, etc. It is an investment account offering unlimited flexibility!

Factoids:

- The plan is not mandatory (but highly recommended!)
- This is a Lincoln matching account...up to 8% of your base salary
- Direct deposits will be made monthly, Aug-July
- You must choose the amount you wish to deposit

Sample Contribution Schedule

Employee	School	Total
0%	0%	0%
5%	5%	10%
8%	8%	16%
20%	8%	28%

At the beginning of their contract, then annually thereafter, employees will declare the amount they wish to deposit in their RJFS account. I am happy to further discuss the plan with anybody needing more information.



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Letter of Intent to Hire

This letter verifies the offer and acceptance of a teaching contract to:

For the school years starting **August 2016 to July 2018**. A contract will be forwarded for you to sign before your arrival in Buenos Aires.

Official placement on the salary scale will be subject to the submission of official transcripts and experience certifying documentation.

Estimated scale column and step: _____ * u\$s _____

Position: _____

City of origin: _____

Dependents:

Name	DOB	Grade 2015/16
_____	_____	_____
_____	_____	_____
_____	_____	_____

I understand that the benefits for spouse and dependents will be strictly limited to the spouse and dependents listed above.

Employee's signature _____ **Date** _____

Superintendent's signature _____ **Date** _____



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General Info Sheet

Full Name	
Point of Origin and Airport Code	
Place and Date of Birth	
Passport number	
Citizenship	
Marital Status	
Spouse (if applicable):	
Name, age and birth date of dependents	(if applicable)
1.	2.
Current degree and hours over that degree	
Years of accredited teaching experience	
Area of certification	
Email address	
Home phone number	
Work phone number	
Mailing address	
Emergency contact	

Bank Information for Wire Transfer

Bank Name	
Bank Address	
Account Holder	
Account number	
ABA - Routing number	
Swift number (if available)	