



## **Homestay Coordinator – International Student Program – (0.5 Position) Cowichan Valley School District**

The Board of Education invites applications for the position of Homestay Coordinator – International Student Program for the Cowichan Valley School District.

The Cowichan Valley is located just 45 minutes from the Provincial capital of Victoria. As a relatively safe, quiet community it is a great opportunity for students to improve their language skills quickly while being fully immersed in regular classes. The Cowichan Valley School District has progressively grown the International program to include over 20 nationalities and offers short term, long term (graduation) and summer programs. Working with the district administration team, the homestay manager will recruit host families, place students and support these relationships as they develop. The program hosts 225 full time students, 100 short term students and a growing summer program of over 200 students.

### **Core Responsibilities**

The Homestay Coordinator, reporting to the District Principal and Vice Principal liaises with homestay parents, students, office staff and itinerant teachers in the District's International program as required. They will work closely but independently with another Homestay Coordinator. The responsibilities are varied, often of a confidential nature, and require the ability to work independently as well as with a broad range of individuals, exhibit excellent communication and interpersonal skills, and the ability to exercise of sound judgment and tact.

### **Specific Responsibilities**

#### ***Homestay Families***

- Ongoing recruitment of new host families (respite, short and long-term)
- Processing of host family applications including;
  - conducting interviews of applicant host families
  - scheduling home and vehicle inspections
  - collecting required documents (criminal record checks, driver's abstracts, insurance)
  - consulting with International Student Program (ISP) District Principal or Vice Principal to approve host family applications

- Inducting new host families into the program by:
  - issuing host family guidebooks to all new families
  - reviewing host family responsibilities and expectations
  - explaining the international student contract and other rules/regulations for students
  - arranging multi-cultural workshops for new families
  - reviewing the monthly payment schedule and remuneration calculation process
  - submitting reviewed payment schedule to District Vice Principal for approval
  - reviewing student application(s) with host families
  - explaining various processes and protocols
  - producing and updating host family templates
  - ensure criminal record checks are current and produce reminders to host families for yearly updates
- Phoning host parent(s) and visiting host family home at least once per term to facilitate communication and ensure the placement continues to meet the requirements and expectations
- Conducting a yearly physical review of active homestay families and homes
- In conjunction with other ISP staff and administration, submitting articles for a monthly newsletter for host parents and emailing updates as directed and/or as needed
- Distributing a monthly list of homestay placements to appropriate partners
- Producing a monthly host family payment list in coordination with the District Vice Principal and the School District accounting department
- Mediating disputes/disagreements between host parents and students (may require scheduling and attending meetings at the home or in the school)
- Hosting meetings for host parents and periodic events/activities in consultation with the ISP District Principal or Vice Principal
- Being on-call to provide host parents with advice and support including but not limited to emergency home visits, student relocations, or attendance at clinics or hospitals
- Ensure that immediate action is taken in emergency situations and that proper district protocol is followed.

### ***International Students***

- Reviewing approved student applications and strategically placing long-term and short-term students with host families in consultation with the ISP District Principal or Vice Principal
- Arranging transportation to/from airport for arriving/departing students in consultation with ISP District Principal or Vice Principal and relevant host parent(s)

- Assisting in the organization and presentation of homestay-related topics during new student orientations; participating in and assisting with supervision of orientation activities and events
  - reviewing International Student Handbook and Homestay Guide with all students
  - explaining homestay-related International Student Contract aspects and items
- Hosting meetings with international students at high school sites
- Working with students and families to assist in conflict resolution
- In consultation with ISP District Principal or Vice Principal, moving students to new homestays, if and when necessary
- Arranging for placement of students in temporary homes if and when the regular host family is away or otherwise unable to host for a period of time
- Assisting in the organization and supervision of all district-wide program activities, events, and/or trips (approximately 10 per year)
- Arranging for the storage of student luggage and other personal items when students have gone home for the summer
- Assisting students in opening bank accounts if necessary
- As required, driving students to medical clinic, hospital, post office, travel agency or other necessary appointments if and when host parents are unable to do so or assistance is required
- Acting as co-custodian for all international students in the homestay program in absence of ISP District Principal or Vice Principal
- Assist the ISP District Principal or Vice Principal in their role as Custodian of International Students.

### ***Communication and Coordination***

- Communicating with education agents and/or natural parents as required and in consultation with the ISP District Principal or Vice Principal
- Acting as liaison between the school, the host parents and itinerant ISP teacher
- Maintaining homestay records and documents (hard copies)
- Managing student data using online student database management system
- Arranging homestay visits for visiting education agents and natural parents
- Sending thank you letters to host families upon departure of students
- Assisting in the maintenance of the international program website for the designated zone
- Taking photos of international students at all functions including meetings, activities, events, and trips; publishing photos in newsletters and/or to website

- Attending periodic meetings of all staff as arranged by ISP District Principal or Vice Principal
- Participating in professional development as approved by ISP District Principal or Vice Principal

***Additional Duties***

- Provide support to TIC in absence of ISP District Principal and Vice Principal
- Any other duties as directed by the ISP District Principal

**Internal Relationships**

Develops positive working relationships with international students, homestay families, and other members of District staff. Attends and participates in departmental, committee, staff meetings, and other meetings as required.

**External Relationships**

Liases with the public, municipal officials, ministries of the provincial government, other school districts and related organizations as required.

**Reporting Relationships**

Reports To: District Principal of ISP Cowichan Valley  
District Vice Principal of ISP Cowichan Valley

Directly Supervises: Not applicable

Key Relationships: District Management Team  
Itinerant teachers  
Office staff

**Required Qualifications and Experience:**

1. Minimum of two years of post- secondary education/ training plus experience working in International education, homestay services and/or equivalent training and experience.
2. Experience working with international students or in a multi-cultural setting
3. Cross-cultural understanding
4. Ability to analyse, interpret and use judgement in resolving problems
5. Strong computer skills and database applications

**Desired Qualifications and Experience:**

1. Post secondary degree in business, social services or education
2. Proficiency in a second language
3. Knowledge of school district procedures

**Applications:** Must include a complete resume, including supporting documentation and a minimum of three current references, with permission for the search committee to contact each reference, or previous employers, in confidence.

For further information about this exciting career opportunity, please contact District Principal of International Programs Elizabeth Hollands-Gamble at [lgamble@sd79.bc.ca](mailto:lgamble@sd79.bc.ca).

**Deadline for applications:** 12:00 Noon (PST), Friday, June 15, 2018

**Interviews:** To be scheduled

**Address applications to:** Jason Sandquist, Secretary-Treasurer  
Cowichan Valley School District  
2557 Beverly Street  
Duncan, British Columbia V9L 2X3  
Fax: 250-748-6591  
Email: [jsandqui@sd79.bc.ca](mailto:jsandqui@sd79.bc.ca)