

TITLE: HOMESTAY COORDINATOR
REPORTS TO: District Principal--International Education

#

SUMMARY

Under the general direction of the District Principal—International Education, manages the Homestay Program for the International Student Education Department.

DUTIES

1. maintain a process for the consideration and approval of applicant homestay families on the basis of suitable facilities, good standing in the community and evidence of a caring, supportive atmosphere. Specifically, this includes: recruiting new families, ensuring that a criminal record check is submitted for each adult in the homestay, checking references submitted on behalf of the family (when deemed necessary), and vetting the homestay through an interview of the family and an inspection of the accommodation
2. process student applications for homestay placement
3. match students and families with due regard for circumstance and requests from both parties
4. provide homestay orientations for homestay families and for international students
5. monitor family and student satisfaction throughout the homestay; specifically, meet with students regularly, and maintain face-to-face or telephone contact with homestay families on a regular basis
6. provide ongoing counseling to students to assist in their adjustment to their new situations, and respond to crisis situations in a prompt and caring manner
7. facilitates cross cultural understanding between home and school, and resolves cross cultural conflict.
8. communicate with education agents or relatives regarding homestay placements
9. inform the District Principal--International Education immediately of any concerns expressed by families or students
10. meet with homestay families, students, and the District Principal--International Education as required to mediate conflicts and resolve concerns
11. maintain knowledge of the field of homestays for International Students, for example by participating in meetings related to homestay issues such as B.C. Homestay Association when feasible
12. remain available on an on-call basis, including during evenings, weekends, and school holidays

QUALIFICATIONS

- High school graduation or the equivalent.
- Specialized training in acculturation, childcare work, or social work and a minimum of two years related experience, or an equivalent combination of training and experience.
- Excellent leadership and interpersonal.
- Demonstrated mediation skills.
- Excellent written and spoken knowledge of English
- The ability to represent the District in the international community, both in person and through written correspondence.
- Knowledge and understanding of the problems, concerns, strengths, and traditions of international students, particularly as these affect the adjustment and behaviour of students in homestays.

- Knowledge of the similarities and differences between Canadian culture and the cultures of students' home countries, and the ability to bridge these cultures.
- Demonstrated ability to establish and maintain respect for and from students, homestay parents, natural parents, education agents, and community representatives (RCMP, multicultural society, etc.).
- Ability to maintain the confidentiality of sensitive information.
- Valid BC Class 5 Driver's Licence.
- Ability to utilize a personal computer for a number of purposes, including communicating by email

JE: 1994.09.06/1994.12.01; 1999.02.11

School District 68 (Nanaimo-Ladysmith)