

POSITION: ISE DISTRICT COORDINATOR

The ISE District Coordinator reports directly to the District Principal-International Education and is responsible for liaison between the ISE Department and school staff members, including ISE Advisors to ensure consistent district practices in the programming and counselling of International Students at both the secondary and elementary levels. The ISE District Coordinator will also interact with education agents and natural parents, both through distance correspondence and in face-to-face meetings. This position will be filled by competition.

Functions

- The ISE District Coordinator will perform some or all of the following duties:
- Screen ISE applicants and process applications.
 - Advise ISE Advisors and school counsellors regarding course selection and post-secondary concerns for International Students, including entrance to American universities.
 - Advise teachers in issues around working with International Students, including reasonable expectations for adaptation of curriculum.
 - Communicate with homestay parents, natural parents, and education agents regarding academic issues relating to International Students.
 - Counsel International Students and school staff around cultural adaptation and the emotions inherent in culture shock.
 - Ensure consistent district practices in ESL entrance and exit criteria and in course programming practices for International Students.
 - Maintain some of the duties of the ISE office in the absence of the District Principal.
 - Travel to international destinations to recruit students as requested; this will include presenting seminars to international audiences.
 - Provide in-service for teachers when requested.
 - Provide familiarization tours for visiting offshore parents and education agents as necessary.
 - Organize occasional activities for international students.

Employment Requirements

Professional Certification

Certified through the BC Teacher Regulation Branch

Education and Training

A bachelor's degree in education is required.
A minimum of 12 units (or equivalent) in psychology, adolescent psychology, and/or counseling.

Additional Requirements

- Knowledge of education systems in market countries, including ability to compare international report cards to BC curricular demands.
- Experience in counselling/timetabling/post-secondary planning for International Students at the secondary level, including entrance to American universities.
- Degree Major or Diploma or equivalent in Teaching English as a Second Language, including coursework in intercultural communication.
- Experience in teaching ESL at the secondary level.
- Experience in providing in-service for teachers regarding the academic inclusion of International Students.
- Ability to work as a member of a team including ISE District Principal and support, school administration, school counsellors, ESL teachers, and classroom teachers.
- Willingness and ability to travel independently to international destinations for the purpose of recruiting students.
- Ability to establish good communications with offshore parents and agents.
- Ability to provide seminars to international audiences.
- Willingness and ability to work flexible hours.