

TITLE: MANDARIN SUPPORT WORKER
SECTION: District International Student Education Office
REPORTS TO: District Principal--International Education

#215

SUMMARY

Under the general direction of the District Principal—International Education, facilitates communications and provides liaison services between school district staff and Mandarin students and their parents.

DUTIES

1. Assists professional staff in communicating with Mandarin students in their first language with respect to the educational, social, cultural, and emotional needs of students.
 2. Communicates between home and school regarding educational and/or social development of Mandarin students as directed.
 3. Provides orientation services to new Mandarin students and their parents.
 4. Facilitates cross cultural understanding between home and school, and resolves cross cultural conflict, through spoken and written translation.
 5. Participates in activities that build cross cultural understanding including: helping to develop and deliver appropriate workshops; organizing various activities.
 6. Assists Mandarin students to build self esteem and to become role models within the framework (context) of their culture, school and community.
 7. May on occasion be required to perform other related duties as assigned and assist the ISE Program.
-

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, interpersonal and communication skills.
 - Sound written and spoken knowledge of both English and Mandarin.
 - Knowledge of the education systems of both British Columbia and China, and understanding of the problems, concerns, strengths, and traditions of Mandarin students.
 - Knowledge of the cultures of both British Columbia and China and the ability to bridge cultures.
 - Demonstrated ability to establish and maintain respect for and from students, both elementary and secondary, and parents.
 - Ability to maintain the confidentiality of sensitive information.
 - Ability to utilize a personal computer for a number of purposes, including communicating by email.
 - Valid BC Class 5 Driver's Licence.
-