

SCHOOL DISTRICT #42
Maple Ridge - Pitt Meadows

JOB DESCRIPTION

JOB TITLE: Homestay Coordinator **DATE:** March 13, 2009
REVISED: June 9, 2014

PAY GRADE: **LOCATION:** District Wide

JOB SUMMARY: Under the direction of the Manager of International Education, the Homestay Coordinator acts as an advocate for school aged international students. The Homestay Coordinator works to secure effective placements for international students. They liaise with homestay parents, students, ELL and other teachers and school staff, as well as outside agencies as required. The Homestay Coordinator completes home studies to assess potential homestay families and their home environment.

DUTIES:

1. Communicates with students, homestay parents, natural parents, schools, agents, teachers, counselors, and outside agencies to ensure all changes, concerns or issues are addressed. May act as an interpreter as required.
2. Arranges placements for new students coming in and for students requiring changes; endeavors to match student and homestay family needs as closely as possible. Arranges placements for occasional short-term homestay arrangements for groups of visiting students. Discusses placements with the Manager prior to confirming the placement.
3. Conducts home visits and completes a home study to assess potential homestay families and their home environment. Monitors the success of the homestay placement through home visits, discussions/meetings with homestay parents, discussions with students and other relevant parties.
4. Communicates with homestay families about arrival/departure of students and arranges for homestay families to meet them at ferries or airports. May be required to personally transport students to/from their destination.
5. Assists with orientations for prospective homestay parents, new students, and parents of international students ensuring they understand the homestay process and providing assistance and guidance to help them adjust to living in homestay families.
6. Responds to crisis situations or concerns and intervenes or follows-up as necessary ensuring district/department protocols are adhered to. Immediately informs the Manager of any homestay changes and/or concerns.
7. Compiles, assesses, organizes and maintains files of the necessary documentation for all prospective and current homestay families (applications, home study report, criminal record checks, contracts, follow-up home assessments, etc).

8. Compiles monthly list of elementary school aged homestays for the department Manager. Maintains an up-to-date homestay address and phone list and maintains a database of waiting homestay families.
9. Attends and is involved in international program staff meetings.
10. Attends meetings of Greater Vancouver area homestay coordinators, provincial homestay association, and related workshops and conferences. Communicates with homestay coordinators in other jurisdictions.
11. Keeps abreast of homestay issues and homestay policy decisions both within and outside the district, and keeps the Manager and other program staff informed.
12. May be required to accompany students on field trips.
13. Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this position.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS

1. High school graduation plus a course or program in International Education Services and a course in Conflict Resolution.
2. Three years of relevant experience in homestay placement for international students.
3. Proven ability to effectively communicate, verbally and in writing, in both English and a language other than English (Mandarin, Korean, Japanese and/or Spanish preferred) with people of different cultural backgrounds and levels of comprehension.
4. Proficient with personal computers (Macintosh and PC) and a variety of software such as Access.
5. Current knowledge of relevant agencies and applicable federal/provincial regulations on immigration and homestay placement.
6. Proven judgment as it relates to assessing the safety and security of a potential homestay environment.
7. Proven ability to provide guidance and resolve conflict situations.
8. Proven ability to work as a team member as well as independently.
9. Proven organizational skills.
10. Must be available on call evenings and weekends.
11. Valid B.C. Driver's license.

JOINT COMMITTEE MEMBER'S SIGNATURES:
