

ADMINISTRATIVE OFFICER
International Student Program - Homestay Coordinator
Full Time – 100%

The Eastern Townships School Board provides opportunities for multi-cultural collaboration and understanding by inviting students from around the world to participate in our short and long term exchange programs within our local elementary, high schools and vocational centres.

Our area includes sub-urban and rural communities located 100 km south-east of Montreal. Students are immersed in families that offer safe, welcoming, bilingual (French/English) surroundings. The ISP program has grown progressively over the past 5 years to now host 100 long-term students from over 10 nationalities world-wide. Working with International Student Program team, the homestay coordinator will recruit host families, place students and support these relationships as they develop.

CORE RESPONSIBILITIES

The Homestay Coordinator, reporting to the Assistant Director of the International Student Program, liaises with homestay parents, students, office staff and teachers, as required. The responsibilities are varied, are often of a confidential nature, and require the ability to work independently as well as with a broad range of individuals. He/she must exhibit excellent communication and interpersonal skills, and the ability to exercise sound judgment and tact.

SPECIFIC RESPONSIBILITIES

HOMESTAY FAMILIES

- Ongoing recruitment of new host families (English, French, bilingual);
- Processing of host family applications, including:
 - Conducting interviews of applicant host families;
 - Scheduling home inspections;
 - Collecting required documents (criminal record checks, cheque requisitions, etc.);
 - Consulting with the ISP Assistant Director to approve host family applications;
 - Entering homestay information into the ISP databank;
- Providing homestay orientation sessions to new and returning families;
- Phoning host parent(s) and visiting homes at least once per term to facilitate communication and ensure the placement continues to meet requirements;
- Mediating disputes/disagreements between host parents and students;
- Arranging for the placement of students in temporary homes, if needed;
- Being available to provide host parents with advice and support, such as emergency home visits, student relocations, airport drop-off/pick-ups, or attendance at clinics or hospitals;

INTERNATIONAL STUDENTS

- Reviewing approved student applications and strategically placing long-term and short-term students with host families or in apartments (for adult students) in consultation with the ISP Assistant Director;
- Reviewing International Student Handbook and Homestay Guides with all students;
- Hosting meetings with students at high school sites;
- Assisting in the organization and supervision of all board-wide program activities, events and/or trips (approximately 10 per year);
- Assisting students in opening bank accounts, if required;
- Assist the ISP Assistant Director in his/her role as Custodian;

COMMUNICATION AND COORDINATION

- Communicating with education agents and/or natural parents, as required and in consultation with the ISP Assistant Director;
- Acting as liaison between the school and host families;
- Assisting in the maintenance of the international program's Facebook page;
- Taking photos of international students at all functions for publication on website and newsletters.

ADDITIONAL DUTIES

Any other duties, as directed by the ISP Assistant Director.

QUALIFICATIONS

- Post-secondary degree in social services, psychology or education;
- Experience working in a multi-cultural setting;
- Ability to analyze, interpret and use judgment in resolving problems;
- Proficiency in a second language and sound computer skills would be considered an asset;
- Excellent communication skills;
- Leadership qualities

Place of Work: Board Office (Magog)

Starting Date: **As soon as possible**

Salary: As per the conditions of employment of senior staff of school boards (Class 2)

Please submit your curriculum vitae before:

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