

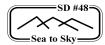
Supervisor: District Principal: International Education

Core Responsibilities

The Vice-Principal of International Education reports to the Manager of International Education. The Vice-Principal of International Education will be responsible for providing support for International students within School District No. 48 (Sea to Sky).

Details of Responsibilities

- 1. In accordance with Board Policy, the Vice-Principal:
 - Develops relationships with community organizations.
 - Provides information on programs and SD48 services for International students.
 - Maintains close communications and information sharing between the International Education Department and the school sites.
 - Assists with International placements at school sites.
 - Assists students to ensure they are complying with SD48 and school site guidelines.
 - Assists in supporting SD48 staff to address the needs of International students.
 - Guides students regarding any of their general queries to the relevant SD48 services on a day to day basis.
 - Serves as a contact in student emergency situations for International students.
 - Assumes the responsibilities for all duties of the Manager, when absent or unavailable.
- 2. Homestay Coordination Role for Whistler and Pemberton:
 - Responsibility for developing and maintaining a comprehensive list of suitable homestay families in Whistler and Pemberton.
 - Ensuring that all persons 19 years of age or older, residing in the homestay residence have undergone a criminal records check and such check has not indicated problems or concerns and that said checks are updated every two years.
 - Informing homestay families of the Participation Guidelines, Homestay Program Agreement, Homestay payment methods and airport pickup/ drop off procedures.
 - When needed, removing a student from a home and discontinuing arrangements with a homestay
 family when necessary. Any such change in arrangements must be reported to the International
 Manager or designate.
 - Placing students in suitable homestays.
 - Maintaining a regular program of monitoring the homestay arrangements.
 - Checking with each student about their home environment and maintaining records of this as appropriate.
 - Moving students into new Homestays when appropriate.
 - Organizing a welcome reception each fall for Homestay families and students in both Whistler and Pemberton.
 - Organizing and leading a minimum of two meetings a year to which all Homestay parents will be invited to attend and discuss topics of interest in Whistler and Pemberton.
 - Ensuring host families provide up to 6 photographs of their home and family for forwarding to agents when a new student is assigned.
 - Providing the International Program with any communication required for the student records.
 - All homestay process and policies will be aligned between communities.
 - Ensure homestay profiles are updated regularly.



3. District Student Liaison Role:

- Establish a regular schedule and publish the schedule with respect to the Student Liaison's availability to meet with students at schools as required.
- Coordinate meetings between students and counsellors related to student courses, course credits and graduation requirements.
- Act as a liaison between host families and school staff with respect to school related matters. Examples
 include, but are not limited to, attendance and lates, academic non-performance, tutor support,
 teacher contact, parent teacher interviews, etc.
- Regularly identify, review and monitor student progress and country specific educational requirements.
 Where a gap is identified, the Student Liaison will immediately notify the appropriate school personnel and take steps to ensure the appropriate requirements are met.
- Coordinate and maintain required student information (study permits, cell numbers, email addresses).
- Act as a liaison between school staff, homestay families, Squamish Homestay coordinator and International Department with respect to academic/behavior plans, general inquiries, extra-curricular activities.
- Oversee and coordinate matters with respect to student conduct and behavior as per District policy

4. Activities

• Plan, organize, implement and attend monthly extra-curricular activities for International students.