

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.