

Supervisor of International and Homestay



[International Student Program]

Job description

Position Summary

Reporting to the District Principal of International Education, the Supervisor of International and Homestay provides comprehensive support in overseeing a wide range of administrative and supervisory functions essential to the successful implementation of the International Student Program. Key responsibilities include supervising, planning, and facilitating the ongoing placement of all international students, as well as advancing the district's international marketing initiatives through effective communication strategies, including maintaining the program's website and social media presence. This will also include periodic worldwide travel. Further, the Supervisor provides support for and facilitation of the homestay program including reviewing and approving student's travel plans according to program procedures

Duties and responsibilities

- Assists the District Principal of International Education in the leadership, management, and supervision of all matters of the District's International Program.
- Addresses concerns or issues in the absence of the District Principal of the International Student Program
- Provides support in drafting custodianship documents, letters of acceptance, and agreements, as necessary
- Oversees student visas, study permit, electronic travel authorization, and immigration procedures
- Maintains accurate records, files and databases relating to the International Student Program [True North]
- Prepares documentation and notifies the District Principal of any concerns or issues as they occur
- Adheres to all district procedures and policies
- Oversees the International Program's homestay program including orientations and information sessions, on-call assistance to support homestay families, students, agents, parents/caregivers and homestay coordinators with concerns during emergencies
- Ensures that Criminal Record Checks, including Vulnerable Sector Checks are completed for applicable host family members
- Provides support to International Education staff
- Oversees departmental clerical activities
- Oversees the International Program's activity program and chaperones student activities
- Participates in the new student orientation program
- Working with the District Principal, designs and implements social media initiatives, formulating comprehensive marketing strategies and developing promotional materials
- Establishes and maintains effective communication with educational agencies, academic institutions, and government departments abroad
- Conducts agent tours for visiting agents from various countries

- Conducts overseas and online recruitment and marketing duties as necessary. This includes periodic travel to client and potential client countries worldwide.
- Oversees host family relationships by utilizing student reports, conducting surveys, and performing in-person visits as directed by the District Principal or their designate.
- Provides support for students and facilitates problem solving when concerns or emergent situations arise
- Other duties as may be assigned

Education, Experience and Skills

- Minimum one year of Post-Secondary education in a relevant field.
- Minimum three (3) years experience in the field of international education, an administrative supervisory role, or the field BC K-12 education
- Proven experience monitoring, overseeing and supervising staff
- Training or experience in budgeting or financial management
- Ability to work with limited supervision, requiring independence and initiative
- Excellent time management, organizational, and problem-solving skills
- Ability to apply knowledge and sound business and accounting practices in managing budgets and expenditures
- Ability and willingness to work in a flexible schedule to accommodate the requirements of the department
- Ability to apply effective marketing strategies to promote and develop existing programs
- Strong interpersonal, intercultural, and communication skills, both written and verbal
- Excellent working skills in the use of MS Office Suite of products (Word, Excel, Outlook, PowerPoint, social media)
- Valid BC driver's license, satisfactory Criminal Record Check, and valid passport
- Ability to drive during the workday to locations within the school district's geographic area
- Ability to periodically travel to various countries around the world for recruiting purposes
- Will be required to work outside normal working hours