

School District No. 22 International Student Program

HOMESTAY COORDINATOR

RECRUITMENT:

- Seek new Homestay Families on a continual basis. (Information Sessions, PAC Meetings, Service Clubs, Church Groups, etc)
- Interview potential Homestay families, ensuring the family and home are suitable for the program.
- Ensure that student has a private bedroom and individual study area.
- Ensure each new family completes and submit the necessary paperwork. For Example: Host Family Application (check and/or enter into database), Host Family Agreement, Homestay Manual, and Payroll Information.
- Ensure each household member 18 years or older completes a criminal record check (including a vulnerable sector check).

HOST FAMILY MONITORING:

- Provide support to host families to facilitate problem solving to improve student/family relationships in emergent situations.
- Perform a minimum of one homestay family visit per year to ensure quality of homestay has not changed (active families only).
- Maintain contact with host families to monitor the progress of the student/family relationship.
- Maintain accurate records of all incidents discussed with students/families to support the School District if legal actions occur.
- Document and inform the District Principal of International and Homestay Programs, or designate, of problems or issues as they arise.

STUDENT MONITORING:

- Perform orientations for students arriving after Orientation Session.
- Provide support for the student and facilitate problem solving when concerns or emergent situations arise.
- Monitor family relationship through student reports, surveys and face-to-face visits as requested by the Principal of International and Homestay Programs, or designate.
- Complete and file the relocation report on each student following any student moves.
- Maintain accurate records of all incidents discussed with students/families to support the School District if legal actions occur.
- Document and inform the Principal of International and Homestay Programs, or designate, of problems or issues as they arise.

PLACEMENT:

- Implement the District's International Student Program process:
- Match the students with an appropriate family based on their requests and specifications (to the best of our ability)
- Provide host family with student profile and ask if they are interested in the student
- Confirm match with the Principal of International and Homestay Programs, or designate
- Provide the Agent and/or Natural family with the homestay family profile
- Confirm with approval by Agent and/or Natural Family with International Student department
- Confirm acceptance to the Homestay Family and provide them with student contact information so communications can begin prior to the student arriving in Canada.
- Provide Homestay Family with flight itinerary and confirm pickup.

GENERAL:

- Participate in the new student orientation program.
- Participate in the Homestay Family Orientations.
- Provide sessions/information for Host Families. (Discussions: what's working and what's not, Cooking Classes that relate to foods students may like from different cultures, newsletters related to Cultural Awareness, booklet on activities to do)
- Supervise Field Trips/Activities.
- Provide ongoing updates on Host Family Profiles. Work with the International Accounts Secretary to make appropriate changes/additions to True North and student data.
- Conduct agent/chaperone tours and homestay visits as required.
- Provide a spreadsheet in September with all Homestay/Student matches.
- Update student flight information into database.
- Update homestay payment information for accounting purposes.
- Other related duties as directed by the Principal of International and Homestay Programs, or designate.