



Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9
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April 16, 2024

INTERNATIONAL STUDENT PROGRAM HOMESTAY LIASON

The Coast Mountains School District 82 is inviting applications for the position of Homestay Liaison for the upcoming school year. This position will work under the direction of the Administrator of the International Education. The successful candidate will commence immediately.

Our District

Coast Mountains School District spans the traditional territories of the Gitksan, Haisla, Nisga'a and Ts'msyen Peoples. There are 4300 learners in the district of which approximately 49% are of Indigenous ancestry. Nineteen schools are located across several culturally diverse, rich and visually stunning communities. We are in year-one of an implementation of a new Strategic Plan, which focuses on student well-being and improving achievement in safe, welcoming and inclusive learning environments.

Our Communities

With year-round recreational activities in a spectacular natural setting, we are a small-town with big city services. You'll find musical and theatre performances, garden markets, and opportunities for boating, hiking, skiing and golf right outside your door. Our area is a truly desirable place to live.

The Position

The Homestay Liaison serves as part of a team of staff, working collaboratively with the Program Administrator who oversees the Homestay program. The homestay liaison supports both mainstream and short-term Homestays and students, responding to urgent/emergent and other situations as they arise, and serves as part of a team to respond to after-hours emergencies. They also assist in coordinating and supervising student activities and events. The Homestay Liaison liaises and communicates with our network of Homestay families, students, and oversees agents. If you possess the above qualities, please submit a cover letter and resume outlining your education and experience in the following areas:

- Grade 12 completion
- Demonstrated interests in cross-cultural experience/knowledge and sensitivity and the ability to work with individuals within a multicultural context
- Intermediate knowledge of Microsoft Office (Word, Excel, Outlook, Powerpoint) as well as familiarity with host and internet-based computer applications
- Valid driver's license and access to a vehicle on a daily basis
- Access to a home office setup with cell reception and reliable high-speed internet connection

Specific Responsibilities

Homestay Families

- Ongoing recruitment of new host families (respite, short and long-term)
- Processing of host family applications including;
 - conducting interviews of applicant host families
 - scheduling home and vehicle inspections
 - collecting required documents (criminal record checks, driver's abstracts, insurance)
 - consulting with International Student Program (ISP) Administrator to approve host family applications
- Inducting new host families into the program by:

- issuing host family guidebooks to all new families
- reviewing host family responsibilities and expectations
- explaining the international student contract and other rules/regulations for students
- assisting multi-cultural workshops for new families
- reviewing the monthly payment schedule and remuneration calculation process
- submitting reviewed payment schedule to Program Administrator
- reviewing student application(s) with host families
- explaining various processes and protocols
- producing and updating host family templates
- ensure criminal record checks are current and produce reminders to host families for yearly updates
- Phoning host parent(s) and visiting host family home at least once per term to facilitate communication and ensure the placement continues to meet the requirements and expectations.
- Producing a monthly host family payment list in coordination with the program Administrator and the School District accounting department
- Mediating disputes/disagreements between host parents and students (may require scheduling and attending meetings at the home or in the school)
- Hosting meetings for host parents and periodic events/activities in consultation with the ISP Administrator.
- Being on-call to provide host parents with advice and support including but not limited to emergency home visits, student relocations, or attendance at clinics or hospitals.
- Ensure that immediate action is taken in emergency situations and that proper district protocol is followed.

Conditions of Employment

Remuneration for this position is commission-based. Hours of work will be as required in consultation with the Administrator.

Interested individuals are required to include the following in their application package:

- A covering letter with content emphasis specific to this position
- A comprehensive CV detailing qualification and experience inclusive of three (3) professional references and a personal reference which are to include: current immediate supervisor, previous yet recent supervisor, reference of the applicants' choice and a cultural/community-based reference.

This position will be available until a suitable candidate is found. Please submit your application package via Human Resources. Applicants agree to confidential reference checks as a condition of application.

Please submit your application as follows:

Homestay Liaison
Coast Mountains Board of Education School District 82
3211 Kenney Street, Terrace, B.C. V8G 3E9
Email: hr@cmsd.bc.ca

For further information regarding this position or the process please contact Joe Dominguez, Administrator, International Education at joe.dominguez@cmsd.bc.ca. We appreciate all interest in these positions. Only those selected for further interviews will be contacted by the District.

Learning Together, Realizing Success for All – Engage, Ignite, Empower