



## Chilliwack School District:

Chilliwack School District No. 33, located at the eastern end of the Fraser Valley, is one of a few growing school districts in the province. The District is privileged to operate within S'olh Temexw, the traditional territory of the Stó:lō People, enriched by the cultural heritage of the Pilalt, Sema:th, and Ts'elxwéyeqw.

Our district serves approximately 14,500 students and employs around 2,100 dedicated employees. Here, you'll find a diverse, inclusive, and forward-thinking environment committed to creating a safe, caring, and healthy learning and working environment. Embracing our core values of Inclusion, Diversity, Kindness, Equity, and Innovation, we collectively strive to meet the present needs of our students, employees and community, while remaining flexible to anticipate and respond to future priorities. Syós:ys lets'e th'ále, lets'emót – one heart, one mind, working together for a common purpose.

## About the Position:

Reporting to the Vice Principal of the International Student Program (ISP), a key function of the Homestay Manager is to promote the Homestay Program and the value of the International Student Program within the community. Responsibilities include, but are not limited to overseeing the recruitment, selection, and ongoing evaluation of Homestay Families; managing a growing team of Homestay Coordinators; overseeing the orientation of new International Students and Homestay Families; ongoing communication with stakeholders; problem solving and handling crisis situations. The incumbent is expected to be available for evening and weekend on-call duties, and, on a rotational basis, monitor the 24-hour emergency phone line.

## Core Responsibilities Include:

- In collaboration with the Vice Principal of the International Student Program and Homestay Coordinators, designs, maintains, and revises Homestay Family applications and vetting processes, agreements, records, Homestay Guidelines, International Student placement process, and database profiles, as needed, to meet program, district, and relevant governmental and community agencies needs and requirements.
- Collaborates with Homestay Coordinators in:
  - The vetting, selection, and placement of homestays. This includes applications, verifying criminal record checks, background checks, home visits, reference checks, and the collection of other relevant information.
  - Making homestay placements as required in consultation with the district staff, agencies, hosts, and natural parents.
  - Organizing airport pick-up and drop-off schedules.
  - Recruiting Homestay Families for short-term and long-term study programs.
  - Promoting the Homestay Program within the community
- Manages ongoing evaluations of homestays to ensure they are meeting program standards and students' needs/expectations. Reports non-compliant families to the Vice Principal of International Student Program.
- Generates regular communication to Homestay Families.
- Supports students by delivering presentations, on successful homestay environments, ensuring they have proper documentation and permission when traveling outside of the Lower Mainland, providing arrival and departure information, and assisting with the coordination of medical plans.
- Orientates new International Students and Homestay Families to the expectations of the Homestay Program.
- On a rotational basis, monitors the 24-hour emergency phone line.
- Communicates directly with International Students' agents, natural parents, and/or Homestay Families regarding issues that develop.

- Works collaboratively with the ISP Administrative Assistant in reviewing and confirming financial transactions for the homestay program.
- Assists in problem-solving student and homestay related issues and guides students and families in emergent or crisis situations.
- Organizes and delivers ongoing homestay networking and support seminars.
- Manages a growing team of Homestay Coordinators.
- Performs other duties as assigned by the Vice Principal of International Student Program

**Salary Range:** \$83,043 - \$110,576, commensurate with experience.

### **Qualifications:**

- Post-secondary degree, diploma, or certificate in counselling, conflict resolution, or interculturalism, or equivalent combination of education and experience.
- Experience working in a homestay program or intercultural environment in community organizations or in an educational setting.
- Familiarity with the BC K-12 International Student Homestay Guidelines.
- Familiarity with Immigration, Refugee, and Citizenship Canada regulations.
- Experience using database programs and administrative software.
- Knowledge of the BC K-12 education system.
- Excellent leadership, interpersonal, and communication skills, with an ability to use judgment and tact when dealing with culturally sensitive issues and in conflict situations.
- Ability to work flexible hours, evening, and weekends, if required.
- Demonstrated organizational and time management skills.
- A valid BC driver's license, safe driving record, and access to a personal vehicle.
- Fluency in written and spoken English.

### **How to Apply?**

The application deadline is **April 12, 2024**.

To apply, please visit [www.makeafuture.ca/chilliwack](http://www.makeafuture.ca/chilliwack).

For any questions or further information, please do not hesitate to reach out to:

**Rachael Green, Assistant Director of Human Resources  
School District No. 33 (Chilliwack),  
Phone: 604-792-1321**

***Chilliwack School District is committed to diversity and inclusion, and encourages candidates who self-identify as Indigenous, LGBTQIA2S+, a member of a visible minority and/or a person with a disability to apply for all positions within the School District.***