



Learning Today, Leading Tomorrow

HOMESTAY COORDINATOR

(CASUAL)

School District No. 42 (SD42) meets the learning needs of approximately 17,000 students of all ages in Maple Ridge and Pitt Meadows, and is defined by its determination to keep student learning and growth at the heart of all its decisions. With an annual budget of over \$200M and over 2,000 staff, the school district provides K-12 educational services in 22 elementary schools, six secondary schools, and two alternate schools. It also provides a variety of certificate programs and relevant quality life-long learning opportunities through Ridge Meadows College and Continuing Education.

SD42 is looking for a qualified candidates interested in working as a casual Homestay Coordinator. The Homestay Coordinator acts as an advocate for school aged international students. This position works to secure effective placements for international students, liaises with homestay parents, students, ELL and other teachers and school staff, as well as outside agencies as required and completes home studies to assess potential homestay families and their home environment.

The applicant will possess:

- High school graduation plus a course or program in International Education Services and a course in Conflict Resolution.
- Three years of relevant experience in homestay placement for international students.
- Proven ability to effectively communicate, verbally and in writing, in both English and a language other than English with people of different cultural backgrounds and levels of comprehension.
- Current knowledge of relevant agencies and applicable federal/provincial regulations on immigration and homestay placement.
- Proficient with computers (Macintosh and PC) and a variety of software such as Access.
- Proven judgement as it relates to assessing the safety and security of a potential homestay environment.
- Proven ability to provide guidance and resolve conflict situations.
- Proven organizational skills and ability to work as a team member as well as independently.
- Valid BC Driver's license and use of personal vehicle for business use.

This is a casual position, based at our International Education Office. Shifts can be dispatched 12 months per year, 7 days per week and the work schedule will vary. The rate of pay is \$32.05 per hour plus 12% in lieu of benefits.

To apply, please forward your school [district application form](#), cover letter, resume and supporting documentation to applicants@sd42.ca. This posting will remain open until filled.

The district appreciates the interest of all applicants, however, only those shortlisted for an interview will be contacted. For more information about our School District please visit: <http://www.sd42.ca/our-district>

Our staff members are the foundation of our system. When you join our school district, you become part of a talented community of educators and support staff dedicated to enriching the lives of all students and helping them achieve success.

