

ROLE OF DISTRICT PRINCIPAL, INTERNATIONAL STUDENT PROGRAM

Background

Guided by the District's vision, mission, motto and values, and our goals, the District Principal of the International Student Program will assist the Superintendent in fulfilling the general and assigned specific aspects of the role description for Superintendent as defined in the School Act and Board policy. The District Principal of the International Student Program shall function as part of a District administrative team and plays a supportive leadership role in Board and Superintendent initiatives.

Procedures

The District Principal of the International Student Program is directly responsible and accountable to the Superintendent. The Superintendent will provide specific role assignments and constructive, timely feedback to the District Principal of the International Student Program.

Areas of assigned responsibility: supervisory authority of program support staff, off-shore student recruitment, and research, planning, development, implementation and administration of the International Student Program, including overseeing the daily operations of the International Student Program, Homestay Program, as well as the academic programming, living situation and behaviour of fee-paying International students.

The District Principal of District Programs & Curriculum will have specific responsibilities for:

1. Student Learning

- 1.1. Ensures appropriate placement of international students in schools in consultation with Human Resources, individual principals and agents.
- 1.2. Advises and assists school principals with English Language Learning and other curricular programming needs as required.
- 1.3. Liaises with school staff to implement and maintain the program in schools, including organizing and providing support for staff training as required.
- 1.4. Monitors educational progress and needs of all international students and arrange support for students as required.
- 1.5. Provides leadership in fostering conditions which promote the improvement of educational opportunities for all international students in schools and programs.

2. Student Wellness

- 2.1. Ensures that each school has organized an appropriate orientation program for international students at the commencement of each school year.

- 2.2. Provides guidance and support in regards to cultural awareness and sensitivity.
 - 2.3. Works with staff, homestay parents, international students and agents/natural parents to establish and reinforce expectations for behavior in the homestay, community and school.
 - 2.4. Works with staff, homestay parents, international students and agents/natural parents to support positive physical and mental health of the student.
3. Human Resources Management
 - 3.1. Supervises, evaluates and reviews the performance of “direct reports”.
 - 3.2. Assists the Superintendent as required with the recruitment and selection of staff.
 - 3.3. Manages the approved contract of homestay program services.
4. Homestay Program
 - 4.1. Ensures that all international students have a notarized custodial guardian, which shall include assuming custodial guardianship for international students as required.
 - 4.2. Develops, administers and evaluates the homestay program.
 - 4.2.1 Ensures that all homestay sites are examined and are suitable.
 - 4.2.2 Monitors homestay placements on a regular basis throughout the year.
 - 4.2.3 Ensures training and orientation is provided as a mandatory component for homestay providers and students.
 - 4.3 Mediates between international students, homestay families and external authorities as required.
- 5 Marketing and Recruitment
 - 5.1 Develops a marketing and recruitment plan and organizes and manages international marketing and recruitment activities.
 - 5.1.1 Researches and explores existing and new markets for the International Student Program.
 - 5.1.2 Liaises with external international education organizations / agencies, fostering effective relationships with agents.
 - 5.1.3 Represents and promotes the District at seminars, agent and school visits, fairs and other appropriate venues, travelling as approved by the Superintendent.
 - 5.2 Develops and prepares recruitment and marketing materials for seminars, agent and school visits, fairs and other appropriate venues.
 - 5.3 Establishes contact with potential agencies / agents and, where feasible, negotiates an agreement as approved by the Superintendent.
 - 5.4 Approves program participants and coordinates the placement and registration of international students.
- 6 Fiscal Responsibility
 - 6.1 Develops a departmental budget within the parameters and constraints of the District budget.
 - 6.2 Makes recommendations to the Superintendent regarding possible actions to increase the effective and efficient operations of programs within areas of responsibility.

- 6.3 Operates in a fiscally prudent and responsible manner.
 - 6.3.1 Ensures that all international student fees are received prior to students commencing school in the District and prior to release of any authorization of payments to agents unless approved by the Superintendent.
 - 6.3.2 Authorizes payments to agents in accordance with signed agreements.
 - 6.3.3 Authorizes payments to homestay families as established by the Board.

- 7 Policy/Administrative Procedures
 - 7.1 Ensures effective implementation of policy, administrative procedures and legislation set out by the Board, Ministry of Education and Immigration Canada within areas of assigned responsibility.

- 8 Organizational Management
 - 8.1 Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines and adherence to Superintendent directives.
 - 8.1.1 Provides knowledge and expertise for the development and maintenance of all administrative materials.
 - 8.1.2 Ensures all students have acquired medical insurance, study permits and provided the legal documentation required for admission to the program.
 - 8.2 Contributes to a positive District culture which facilitates positive results, effectively handles emergencies and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.
 - 8.2.1 Coordinates international education activities.
 - 8.2.2 Manages medical emergencies effectively.
 - 8.3 Oversees student transportation to and from the airport.
 - 8.4 Maintains a current, relevant web page for the International Student Program.
 - 8.5 Prepares written reports when required or requested.

- 9 Communications and Community Relations
 - 9.1 Establishes effective procedures to ensure open, transparent internal and external communications are developed and maintained in areas of responsibility.
 - 9.2 Fosters close ties and develops partnerships with agencies / agents.
 - 9.3 Responds effectively to concerns and conflicts with international students, staff, homestay parents, agents, and natural parents.

- 10 District Principal/Superintendent Relations
 - 10.1 Establishes and maintains positive, professional working relations with the Superintendent.
 - 10.2 Provides the information the Superintendent requires to perform his/her role in an exemplary fashion.
 - 10.3 Implements Superintendent direction with integrity and in a timely fashion.

11 Leadership Practices

11.1 Practices leadership in a manner that is viewed positively and has the support of those with whom he works in carrying out the Superintendent's expectations.

11.2 Exhibits a high level of personal, professional and organizational integrity.

Reference: Sections 82, School Act
Ministry of Education, K-12 Homestay Guidelines

Adopted: November 2019
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