

SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)

JOB DESCRIPTION

July 17, 2008

JOB TITLE: DISTRICT INTERNATIONAL STUDENT ASSISTANT

JOB SUMMARY: Reporting to the District Development Officer and based in Cranbrook, the District International Student Assistant (DISA) works in schools throughout the School District to support international students and act as a liaison between the schools and the International Education Program. The DISA provides direct and indirect support to teachers in the implementation of education programs for international students.

QUALIFICATIONS REQUIRED:

1. Grade 12 or equivalent
2. Valid British Columbia Driver's License.
3. Access to a personal vehicle.
4. Demonstrated interest in multiculturalism.
5. Minimum one year experience with a non-English-speaking culture.
6. Ability to speak a second language fluently, with preference for a language relevant to the International Education Program.
7. Minimum one year experience working or volunteering with youth whose first language is not English.

MUST HAVE THE ABILITY TO:

1. Speak and write clearly in English.
2. Simplify spoken English to adjust to the linguistic level of ESL students.
3. Use e-mail to communicate with students, host families, staff and colleagues.
4. Understand and appreciate the needs of international students and their parents and agents.
5. Appreciate and respect intercultural differences.
6. Provide quality client service.
7. Maintain confidentiality.
8. Use tact and diplomacy to effectively resolve conflicts and issues.
9. Work flexible hours including occasional evening and weekend work.
10. Work independently.

RESPONSIBILITIES AND DUTIES:

1. Registers international students in schools.
2. Liaises with school counselors to facilitate course selection.
3. Participates in student and host family orientation sessions.
4. Provides instructional support and reinforcement to international students.
5. May assist in the preparation of lesson materials appropriate for international students.
6. Provides advice and support to international students as they adjust to life in a different culture.
7. Promotes the International Education Program positively to staff and colleagues.
8. Liaises with teachers to gather information about the educational performance of students and to identify any concerns.
9. Liaises with teachers, staff, counselors, and administrators to provide program updates and to help resolve issues.
10. Collects interim marks as required and submits international student report cards to Program staff.
11. Observes, records and gathers information about educational performance and behaviour and provides reports to Program staff and host families.