

SCHOOL DISTRICT NO. 48 (SEA TO SKY)

ADMINISTRATIVE PROCEDURES SERIES 300 - ADMINISTRATION

AP 301 SENIOR ADMINISTRATIVE PERSONNEL
AP 301.1 Senior Management and District Organization
AP 301.1.14 Manager – International Education

Immediate Supervisors: Assistant Secretary-Treasurer

1. Core Responsibilities:

Working under the direction of the Assistant Secretary-Treasurer and with general direction of the Secretary-Treasurer, is responsible for the management of the International Program as outlined below.

2. Details of Responsibilities

- 2.1 In consultation with the District Principal - International Education, develop a service plan with accompanying budget.
- 2.2 Responsible for business procedures related to International Education as outlined in Board Policy, Regulation and Administrative Procedures 602.10
- 2.3 Have a clear understanding and keep up to date on requirements for entitlement for a free education in BC.
- 2.1 Maintain a handbook for International Students, Schools, and International agents which outlines the program and the various roles and responsibilities.
- 2.2 Identify and approve appropriate agents to work with the School District.
- 2.3 Orient agents, ensure appropriate agent contracts are in place, compliance procedures are in place and monitored on a regular basis (An orientation would include making sure that agents are aware of the school district policy and regulations related to their areas).
- 2.4 Travel as necessary and approved by the Assistant Secretary-Treasurer and Secretary-Treasurer for meetings with agents and to assist with recruiting initiatives..
- 2.5 Ensure that students are properly placed into schools.
- 2.6 Keep up to-date regarding Immigration requirements for students and ensure that the requirements are met.
- 2.7 Custodianship of students – act as custodian for students and explore other options for custodianship.
- 2.8 Ensure that all students have valid study permits for the duration of their study and request agents to follow up in cases where permits are not valid for the full year.
- 2.9 Co-ordinate, with agents, arrival times of students to allow for course selection and attendance at school orientation day.
- 2.10 Arranges transportation to and from the lower mainland port of entry for students.
- 2.11 Ensure all fees are received prior to students commencing school in the District and prior to release of any authorization of payments to agents, unless other arrangements are approved by the Board.
- 2.12 Ensure that each school has organized an appropriate orientation program for international students at the commencement of each school year.
- 2.13 Where circumstances warrant, recommend to the Superintendent and Secretary-Treasurer, the return of international students to their home country.
- 2.14 Coordinates data collection and statistical analysis activities related to international student programs as required.
- 2.15 In consultation with District Principal – International Education, develop an international summer camp program for international students.
- 2.16 Maintain a current, relevant web page for the International Program.
- 2.17 Monitors contract with Homestay Co-ordinator.
- 2.18 At least twice in each school year, produce an “International newsletter” suitable for students, school and district personnel and homestay families (cc: DPAC, PAC’s, HSTA, CUPE).