



# WE ARE HIRING

JOB POSTING 2024.012

A career in education that is life-giving...

## INTERNATIONAL PROGRAM DIRECTOR (1.0) – Beginning August 2024

### WHO ARE WE LOOKING FOR?

You are a life-long learner who wants to grow and thrive in your work building and expanding our international student program.

You bring a vision and passion for integrating faith into your work and for participating in a vision for an intercultural and global Christian community.

You are a collaborative leader with strong communication skills and a track record of experience working in intercultural environments.

You want to work in a connected, well-resourced & rewarding work environment at a professionally supportive school community of over 160 faculty & staff dedicated to being leaders in education.

You have a story to tell that prepared you well for this position at this school for this moment, and you want to work where you will make a difference in the world and feel valued.

### THE POSITION?

In collaboration with the strategic leadership team (SLT) you will create and execute on a vision for an expanded international program that fosters opportunities through external relationships and invites full-time international students and short-term study groups to LCS, and creates opportunities for LCS students to travel and learn abroad.

You will design programming and hire staff as needed to create exceptional intercultural learning opportunities for LCS students and international students.

Your work will implement the school's mission, vision and core values through the international program.

You will strive to make Jesus known and help students thrive as ambassadors of Christ in the community.

### WHAT DO WE OFFER?

Competitive compensation, pension plan and extended benefits package. \$76,147 per 1.0 FTE. Flexible work hours and part-time options available. Additional incentivization based on performance and program growth. All employment related benefits and policies available at [www.langleychristian.com/policies](http://www.langleychristian.com/policies)

Generous administrative time and professional development opportunities. Collaboration with an outstanding group of administrators and educational faculty.

Access to resources and encouragement to dream big, pursue your giftings and build something impactful for the future.

### PREFERRED QUALIFICATIONS

Evidence of experience and exceptional communication and interpersonal skills working in intercultural environments.

Bachelor's degree in education or a related field. Certification in TESL or international education related training.

Evidence of entrepreneurial thinking, marketing and media technology skills, high capacity for complex tasks, and strong organizational and administrative skills.

Evidence of strong sense of purpose and identity built on Biblical principles and participation in the local Christian church.

### HOW TO APPLY?

Send your resume, 2 professional references, 1 pastoral reference, and cover letter to: [careers@langleychristian.com](mailto:careers@langleychristian.com).

Posting closes May 24, 2024. FIND OUT MORE AT: <https://www.langleychristian.com/why-work-at-lcs/>



## INTERNATIONAL PROGRAM DIRECTOR (1.0 FTE) – Beginning August 2024

### **JOB DESCRIPTION:**

#### **General Responsibilities:**

- Reports directly to Head of Schools, Director of Finance/HR, and SLT (Strategic Leadership Team)
- Create and maintain budget for the International Department
- Oversee the admissions process for International & International Funded students
- Act as legal Custodian for all international students and be available 24/7 for emergencies
- Provide accurate information for 1701 reporting, including tracking all permit expiry dates for parents and students
- Advocate and provide opportunities for international students and parents to engage fully at LCS
- Oversee the Homestay Coordinator
- Represent LCS at SCSBC International Coordinator meetings

#### **Admissions**

- Conduct all ELL assessments , including initial assessments at interview stage, assessments for transfer students and year end assessments
- Answer all International and International Funded admissions inquiries in a timely manner
- Keep up to date with Immigration, Refugees and Citizenship Canada (IRCC) and 1701 funding eligibility guidelines
- Run school tours for interested parents & students
- Guide parents and agents through the application process
- Collect and verify all relevant documents, including iTEP SLATE Plus English exam results, work permits, study permits
- Conduct new family interviews in conjunction with campus principals (provide translators if required)
- Inform students' family of admissions decision and issue Conditional Letters of Acceptance
- Issue Invoices for Fees and ensure monies have been received in full
- Issue Official Letters of Acceptance as per Immigration Canada guidelines
- Ensure homestay is arranged (liaise with Homestay Coordinator)
- Arrange for Custodianship documents to be notarized in Canada and abroad
- Create International Student Directory for all students (including those in homestay)

#### **Onboarding New Students**

- Set up MyEd accounts and input all information required
- Request SCO to be set up and help parents & students with any related questions
- Request LCS on the Go to be set up
- Communicate with Admin Assistants/House Directors/Academic Counsellor re: student arrivals, class placements, course equivalencies, transcripts
- Arrange airport pick up if necessary
- Lead new international student orientation in late August/early September
- Help students set up bank accounts and cell phones

#### **Medical Insurance**

- Maintain all MSP & Guard.Me medical insurance accounts (including payments, cancellations, etc.)
- Lead orientation for parents and student on medical insurance in Canada (including when to use the hospital)
- Make any necessary claims to Guard.Me on behalf of students

### **Re-Enrollment**

- Prepare and track re-enrollment information
- For current students - issue invoices for each school year, ensure monies are received, issue receipts, update International Revenue Spreadsheet
- Issue Official Letters of Acceptance for current students (for study permit renewals)
- Work closely with Academic Counsellor and House Directors on new student scheduling, and any other relevant international issues if they arise

### **Marketing & Agent Relationship Management**

- Work closely with Communications Manager to create marketing material (print & digital form) for agents & prospective students and parents
- Update & maintain International section on school website
- Create new marketing opportunities (websites, groups, etc.)
- Maintain current agent relationships and seek out new agent partnerships
- Create, maintain & renew agent contracts
- Attend local and overseas marketing opportunities
- Create new international sister school relationships

### **Student Engagement**

- Facilitate cultural workshops for students
- Organize monthly connection lunches for students including birthday celebrations
- Coordinate with International Student Rep on Student Council and assist with event planning, etc.
- Create an Ambassador/Buddy program (with Leadership 12 student leaders - including regular meetings for ambassadors and international students)
- Organize holiday celebrations, including International Food Festival & Lunar New Year (in conjunction with HS Diversity Club)
- Coordinate and host university info session for students and parents
- Conduct 1:1 check in meetings to ensure student wellness
- Organize field trips
- Advise staff members on international students' cultural, academic & emotional needs

### **International Parent Engagement**

- Host international parent orientation to review school policies (attendance forms, lates, sicknesses, doctor visits, etc.)
- Ensure parents have SCO, MyEd, etc. set up and are familiar with how to use them
- Organize monthly parent connection meetings
- Answer all regular (non-admissions related) communication from parents (in Canada and internationally)
- Work with International PAC Rep on specific school activities, including PAC meetings
- Attend fundraising and community building activities as required. Create community connection opportunities for parents of international students.

### **Short Term Programs**

- Answer all short-term inquiries in a timely manner
- Create promotional materials for short term programs in conjunction with Communications Manager
- Negotiate & agree contracts, schedules, costings with agents
- Ensure all liability waivers are signed and collected before the group arrives
- Ensure deposits and fees are deposited into the Short Term bank account
- Prepare immigration documents/letters as needed
- Prepare and monitor the budget and schedule for each group

- Hire teachers, admin staff, student buddies for the groups; contract administration
- Prepare contracts for all short term staff
- Book and pay for all transportation and activities (airport transfers, daily field trips, etc.) and create a staff handbook with all activity information
- Coordinate with Facilities for classroom rentals
- Prepare all curriculum, supplies, program handbooks for teachers and students
- Purchase all welcome and farewell gifts for all students and agents/chaperones
- Facilitate staff orientation for ALL summer staff
- Ensure the daily running of all short term programs
- Liaise with Facilities as required for classroom rentals
- Liaise with Homestay Coordinator as required
- Create participation certificates to be given to each student at the Farewell Receptions
- Plan the Welcome and Farewell Parties for each group (including food, gifts, entertainment, coordinating with Homestay Coordinator for host families to attend).
- Manage & reconcile the budget for each group

**POSTING CLOSES MAY 24, 2024 or OPEN UNTIL FILLED**