



## **JOB POSTING**

### **District Vice-Principal/Associate Principal - International Education**

**Effective February 1, 2019**

Comox Valley School District is seeking an outstanding, innovative educational leader for the position of District Vice-Principal/Associate Principal of International Education effective February 1, 2019. This new position is part of a succession plan in preparation for the anticipated retirement of the District Principal of International Education in 2020.

The Board of Education operates a well-established international education program. In 2018-2019 the district will serve approximately 300 students from 24 countries, resulting in 200 FTE. The district also operates a Home Stay Program.

Reporting to the Assistant Superintendent, the District Vice-Principal/Associate Principal of International Student Programs (ISP) is responsible for the research, planning, development, implementation and administration of the International Student Program, including overseeing the daily operations of the International Education and Homestay Programs.

#### **Duties and Responsibilities:**

- Oversee international recruitment and marketing activities, including development of local and off-shore recruitment and marketing materials
- Research and explore both existing and new markets to expand and develop new international education strategies and build enrolment
- Establish and negotiate international agreements with external agencies
- Liaises with external international education organizations, fostering effective relationships with agent consultants
- Develop and administer the ISP budget
- Provide direction, supervision and evaluation of program support staff
- Oversee the legal aspects of the ISP, including legal documents, custodianship, study permits and medical insurance
- Develop and implement program protocols, ensuring compliance with Ministry of Education and district policies and procedures
- Authorize program participants and student placements
- Assume legal custodianship for all ISP students
- Advise and assist school administrators with ELL and other curricular programming needs as required
- Liaise with school staff to implement and maintain the ISP in schools, including organizing and providing support for staff training as required
- Coordinate and implement international education activities
- Monitor educational progress and needs of all international students
- Mediate between international students, homestay families and external authorities as required
- Administer and evaluate the Homestay Program

## The Candidate

In addition to having a valid teaching certificate from the BC Teacher Regulation Branch and a Masters' Degree in a relevant discipline, the successful candidate will demonstrate the following skills, knowledge and qualities:

- Experience in school administration and/or leadership experience with emphasis at the secondary school level preferred
- Experience with and knowledge of International Education Programs such as international student markets, recruitment, agent/consultants, exchange agreements, ELL, etc.
- Strong knowledge and understanding of cultural diversity
- Demonstrated leadership skills and supervisory experience within a team-oriented work environment
- Exceptional organizational, conflict resolution and interpersonal skills
- Dynamic verbal and excellent written communication and presentation skills
- Ability to positively interact and resolve conflicts with students, staff, parents, consultants and agents;
- Ability to work flexible hours
- Ability to travel nationally and internationally is required
- Broad knowledge of issues and trends in BC public education
- Strong, value-based practice supporting individual student success;
- A high level of energy and an ability to sustain a heavy and varied work load;
- Commitment to becoming an integral participant in school and district initiatives;

## The School District

School District 71 (Comox Valley) is a positive, progressive and growing school district located on the east coast of Vancouver Island. It is located on the traditional territory of the K'omoks First Nation. Located within the Comox Valley is the city of Courtenay, the town of Comox and the village of Cumberland, each providing their own unique services and community cultures. The Comox Valley is a desirable place to live with great ocean beaches, golf, skiing, hiking, swimming and boating. In addition, the community has a strong and vibrant arts and cultural programs.

As a learning organization, we work closely with our educational partners to develop responsible, compassionate citizens and successful lifelong learners. Over 1500 employees work to provide a comprehensive educational program to approximately 8,500 students from kindergarten to Grade 12 in our 15 elementary schools, 1 middle schools, 3 secondary schools, 2 alternate schools, and a distributed learning school. The district's annual operating budget is approximately \$100 million.

### **To Apply:**

The competition will remain open until a suitable candidate is found. **Applications received prior to 1:00 pm (Pacific Time), Wednesday Dec 19<sup>th</sup> are assured careful consideration.**

Qualified applicants are invited to apply in confidence by submitting a detailed resume with supporting documentation and three professional references through [www.makeafuture.ca/comox-valley](http://www.makeafuture.ca/comox-valley).

The successful applicant will be subject to the terms of the Criminal Review Act. Only short-listed candidates will be contacted. No agencies please.

**Thank you for your interest in Comox Valley School District (SD 71)**

**An Equal Opportunity Employer**