

## ***Leadership opportunities with an innovative and growing School District***



*Adjacent to Victoria on southern Vancouver Island, School District No. 62 (Sooke) is the fastest growing school district on Vancouver Island and one of the fastest growing districts in BC. The District operates in five municipalities: Langford, Colwood, Metchosin, Sooke and the Highlands and acknowledges the traditional territories of the Coast Salish: T'Sou-ke Nation and Scia'new Nation and Nuu-chah-nulth: Pacheedaht Nation. We also recognize some of our schools reside on the traditional territory of Esquimalt Nation and Songhees Nation. The District employs over 2,000 educators and support staff and serves over 13,000 students. The District's Strategic Plan looks ahead to the future and focuses on three priority areas: learning, engagement and growth.*

### **Homestay Coordinator, International Education Department**

*(Full-time position effective immediately)*

The Sooke School District's International Program welcomes students from over 15 nationalities each year and offers short-term, long-term (graduation program), and summer programs. The Homestay Coordinator, working under the general direction of the Program Manager and reporting to the District Principal and Vice Principal, liaises and communicates with our network of Homestay families, students, overseas agents, and other school-based and district staff. The responsibilities are varied, often of a confidential nature, and require the ability to work independently as well as with a broad range of individuals, exhibit excellent communication and interpersonal skills, and the ability to use sound judgment and tact. The Homestay Coordinator works primarily from a school-based office, and is required to work flexible hours to support the operational needs of the program, including monitoring the program 24/7 emergency phone as scheduled. The Homestay Coordinator also assists in supervising student activities and events throughout the year.

We are looking for candidates that:

- Strives for Personal Excellence
- Practices a Growth Mindset
- Thinks Critically and Creatively
- Effectively Communicates and Collaborates
- Builds Relationships
- Fosters Interconnectedness

If you possess the above qualities, please submit a cover letter and resume outlining your education and experience in the following areas:

- Degree in a relevant program such as Child and Youth Care, Counselling, or Social Work
- A minimum of 2 years of progressive experience working with youth in Homestay Coordination, International Program Coordination, teaching/education, counselling, or a related field
- An equivalent combination of education and experience may be considered
- Demonstrated cross-cultural experience/knowledge and sensitivity and the ability to work with individuals within a multi-cultural context
- Intermediate knowledge of Microsoft Office (Word, Excel, Outlook, PowerPoint, Teams) as well as familiarity with host and internet-based computer applications

#### Additional job requirements:

- Valid driver's licence and access to a vehicle on a daily basis
- Access to a home office setup with cell reception and reliable high-speed Internet connection (to be able to respond to emergent after-hours situations)

***Sooke School District is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace that is free of discrimination and harassment. We believe in a learning and work environment that is welcoming and safe that values, reflects and appreciates differences.***

In addition to clearly demonstrating the above, you must also include the names of two references which must include your immediate supervisor as well as one other reference who can speak to your leadership skills. Other references may be contacted with your prior permission.

The salary range for this full-time Homestay Coordinator has a minimum salary of \$61,750 to \$77,187 per annum. Initial placement within the range is based on related education and experience. We also offer a competitive benefits package and pension.

We thank all applicants for their interest, however, only those candidates selected for further consideration will be contacted. Thanks in advance for your understanding and wishing you all the best in your career journey.

**Please apply online at Make a Future at <https://buff.ly/3Sgl9Wn> by August 7, 4:00 pm.**