



International Support Specialist

Regular part-time (17.5 hours/week)

The International Student Assistant, as part of an integrated educational team, works closely with the International Education Office staff and district staff to provide added support to international students and facilitates communication between international students, the parent/custodial guardian, schools and district staff.

This position requires fluency in English and Portuguese, preferably Portuguese and Spanish. This position works 3 days/week (Mondays, Wednesdays and Fridays) at Burnaby South, with school visits to Cariboo. The hours of work are 08:50-15:10.

International Student Assistant is required to work flexible hours including before and after school hours, evenings, and/or weekends. International Student Assistant is required to travel within the province on overnight trips. You must have access to a vehicle.

Duties and Responsibilities:

1. Facilitates constructive and culturally sensitive communication with international students, their parents/custodians, and school and district staff regarding non-educational and educational issues. Provides language interpretation and translation support.
2. Initiates and maintains contact with international students and their parents/custodial guardians. Refers enquiries to appropriate agencies/individuals for response.
3. Assists International Education office and school staff in providing orientation to the school and information for students and parents/custodial guardians.
4. Meets with custodial guardians regarding home stay when required and ensures contact information on all students and custodial guardians is current.
5. Monitors international students, including those on probation; assists with student issues and refers to appropriate individual for response.
6. Supports the tracking of student attendance and attends discipline meetings when required.
7. Responds to emergency situations by assessing the situation, providing support, and assisting students in getting appropriate medical care.
8. Participates in the planning, development and delivery of workshops, programs and activities for international students. Supervises and participates in field trips and excursions.

Successful applicants must have:

- University degree in a relevant field plus three years related work experience, or an equivalent combination of education and experience.
- Thorough knowledge and experience working with youth in a multicultural setting.
- Thorough knowledge and ability to build relationships with youth.
- Demonstrated ability to facilitate and present material.
- Thorough knowledge of computer operation and software applications related to work performed.
- Valid B.C. Driver's License (Class 4 preferred).

This position offers a competitive salary of \$37.17 per hour and a benefit package. Please send resume and cover letter in ONE pdf document to:

Burnaby School District
Human Resources Department
School District 41 – Burnaby
4054 Norfolk Street, Burnaby V5G0C3
Applications@burnabyschools.ca

*Please send resume and supporting documents in ONE pdf document.
Only those applicants considered for interview will be contacted.*

The Burnaby School District embraces diversity as a privilege and a strength. We strive for accepting, safe, supportive, and inviting communities where the goal is for all members to feel a sense of belonging. Our (schools or worksites) are for everyone and we respect each person's contributions.