

SCHOOL DISTRICT #8 (KOOTENAY LAKE)

Job Description

Status: Approved

Date: October 2012

Job Title:

International Program Assistant

Job Summary:

An employee who, under the direction of a Principal and/or ESL Teacher, assists students enrolled in the International Program to improve their language acquisition and assists in the preparation and delivery of educational materials.

Job Requirements:

1. Minimum one to two years post secondary education at an accredited college or university.
2. Teaching English as a Second Language (TESL) certification from a recognized BC accredited college or university or a university degree in the area of Humanities.
3. Minimum of one year's recent experience working or volunteering with youth whose first language is not English.
4. Demonstrate a high level of English skills in speaking, reading, writing and listening and organizational skills.
5. Demonstrate knowledge of cultural awareness and understanding.
6. Provide instructional support and reinforcement to International students.
7. Participate in student and host family orientation sessions.
8. Attending meetings with international students, staff, counselors and administrators.
9. Liaise with teachers to gather information about the educational performance of students and to identify any concerns.
10. Liaise with teachers, staff, counselors and administrators to provide program updates and to help resolve issues.
11. Liaise with school counselors to facilitate course selection.

12. Observe, record and gather information about educational performance and behavior and discuss with teacher(s) and administration.
13. Assist teacher(s) in the preparation and creation of English Language educational material.
14. Provide advice and support to International students as they adjust to life in a different culture.
15. Promote the International Program positively to staff and colleagues.
16. Be part of a collaborative team, maintaining a professional attitude and confidentiality in working relationships with all school personnel, students, parents and the public.
17. Maintain a strong working knowledge of support services to facilitate settlement and success for students.
18. Ability to be flexible and work with minimal supervision.
19. May be required to have a valid B.C. (Class 5) Driver's License.
20. Must have understanding and knowledge of safe work practices.
21. Perform other job related duties as may be assigned.