

## **Oak Grove Lutheran School Position Description**

**Position Title:** Coordinator, International Program

**Reports to:** Director of Admissions

**Reviewed:** January 2012

### **Summary:**

Maintains, organizes and administers the overall program which involves recruiting student and host family applicants, orientations and ongoing communication with students, organizations and host families. **This is a full-time 11 month position.**

All employees at Oak Grove Lutheran School impact the lives of the young people we serve. Therefore, all employees are expected to embrace the mission of Oak Grove Lutheran School and serve as role models for Christian faith development, personal interactions and respect for each other, and learning with integrity as duties are performed for the School.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Communicates, collaborates and cooperates with contacts at schools that provide students for Oak Grove; host families, international students and their home families.
- Works to recruit international students via organizations and independently.
- Maintain relationship with Concordia to ensure gap year program continues as needed.
- Ongoing recruitment of Host Families through community involvement.
- Assumes leadership role in the orientation of international students and host families.
- Is responsible for the organization and scheduling of events for international students. (such as Festival of Nations, outings, holiday parties, chapels)
- Prepares various written communication on students and host families to organizations and submit quarterly report cards.
- Review and revise International handbook yearly.
- Participate in tuition and fees' task force and communicate new rates to all organizations and families.
- End of year follow through with seniors and all students returning home for the summer.

### **SUPERVISORY RESPONSIBILITIES:**

Supervisor of international students and host families. Works with International Academic teacher to ensure all English academic needs are being met through testing, tutoring and advising teachers on modifications. Carries out supervisory responsibilities in accordance with Oak Grove policies and applicable laws. Responsibilities addressing complaints and resolving problems among international students, host families and school personnel.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Bachelor's degree and experience in working with individuals from another culture.

**CERTIFICATES, LICENSES, REGISTRATIONS:** None

**LANGUAGE SKILLS:**

Ability to read and interpret document such as safety rules, operating and maintenance instructions, and procedure manuals include foreign school records and government. Ability to write routine reports and correspondence. Ability to speak effectively before administrators, staff, parents and students.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**OTHER SKILLS AND ABILITIES:**

Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of Oak Grove policies.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; drive a car and travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to read information on the computer screen. The employee is required to be able to hear conversations in quiet environments and have general understanding of culture as it affects students in their daily lives.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works inside although the employee takes students on field trips. The employee must be able to meet deadline with severe time constraints. The employee will frequently work irregular or extended work hours while performing the duties of this job. The employee is directly responsible for safety, well-being and academic progress of international students.

The noise level in the work environment is usually very moderate to quiet.

**EVALUATION:** Job Performance is evaluated in accordance with Oak Grove policies.

Information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.