



EASTERN CHRISTIAN SCHOOL

Job Description

ECSA Mission: By providing an excellent academic curriculum, offering a variety of extracurricular activities, and assembling a caring, culturally diverse community, we, with support of parents and local churches, empower students from Christian families to develop their gifts within the context of a Reformed Christian worldview so that they can act as Christ's transforming agents in a global society.

Position Title	International Student Advisor
Department	International Student Program
Reports to	High School Principal
Employment Agreement	It is understood and agreed that the International Student Advisor shall be employed on a ten month contract for the academic year as stated in the school calendar approved by the Board of Directors plus four additional weeks. (Salary will be paid on a 12-month basis beginning on September 1 and ending on August 31.)
Overall Responsibility	The International Student Advisor will ensure that international students have exceptional academic, social, emotional, spiritual and cultural support from the initial interview until and after graduation from Eastern Christian Schools.
Key Tasks & Responsibilities	<p>Admissions</p> <ul style="list-style-type: none"> ● Recruit students from countries from which Eastern Christian Schools currently draw students ● Ensure diversity within the program by researching and identifying opportunities for recruitment in countries that currently send few or no students to Eastern Christian School. ● Articulate the vision and mission of Eastern Christian School to an international parent audience through presentations, meetings and written materials. ● Conduct school tours for international families ● Interview potential students ● Communicate and connect with agents according to EC's protocol <p>Parent/Host Family Partnership</p> <ul style="list-style-type: none"> ● Ensure regular and translated communication with parents and agents regarding school life ● Ensure regular and translated communication with parents and agents regarding individual student progress ● Provide hospitality, as appropriate, for visiting families ● Collaborate with Host Family Coordinator to provide screening, orientation, training and support for host families <p>Student Life</p> <ul style="list-style-type: none"> ● Provide orientation for new international students ● Develop and implement appropriate social and cultural activities and

	<p>help international students integrate into the broader school community</p> <ul style="list-style-type: none"> ● Develop and implement appropriate educational, cultural and social opportunities for domestic students ● Provide opportunities for cultural and recreational travel during breaks from school ● Identify and partner with churches who are willing to provide additional support for the spiritual growth of the international student community ● Advise students and families on planning for the college admissions process ● Provide SOAR and classroom opportunities for all students with a focus on cross-cultural competency ● Teach International student Bible classes ● Provide oversight and leadership to the International Student Advisory Group ● Supervise International Student Ambassador Group ● Support struggling students ● Provide training to faculty and staff in cross-cultural competency <p>Advancement</p> <ul style="list-style-type: none"> ● Evaluate, pilot and implement new programs ● Develop and sustain an international alumni network
<p>Attributes, Skills and Duties</p>	<ul style="list-style-type: none"> ● Be a mature Christian and a strong proponent of Christian education in the Reformed tradition; advocating for Eastern Christian's perspective on academic preparation, spiritual nurture and aspiration to be a transformative influence on society and culture in the name of Jesus Christ. ● Have demonstrated ability to work independently to build a program ● Have demonstrated strong organizational, cross-cultural and interpersonal skills ● Available for domestic and international travel approximately 6-8 weeks a year ● Promote a positive, caring climate for the international student community ● Communicate effectively with students, staff, parents and host families ● Establish a cooperative and collaborative International Student support community that emphasizes teamwork ● Have demonstrated ability to manage conflict through quality decision-making and effective problem solving
<p>Experience Requirements</p>	<p>Professionally</p> <ul style="list-style-type: none"> ● Minimum of a bachelor's degree, preferably in education ● Prior experience in education, administration, and in a cross-cultural and international environment. <p>Spiritually</p> <ul style="list-style-type: none"> ● Acceptance of ECSA's Statement of Faith ● A strong, clear, Christian testimony ● A mature, godly spirit <p>Personally</p> <ul style="list-style-type: none"> ● A lifestyle of Biblical integrity ● A spirit of dedication, commitment, flexibility, and responsiveness to the needs of others

	<ul style="list-style-type: none">● The ability to listen and respond to counsel● A strong philosophical commitment to Christian education and the mission of Eastern Christian School.
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