

The Langley School District is seeking applications for several **Education Assistants - International Students Program**. These individuals work in our secondary schools and provide assistance to the principal or designate related to placement of International Students in the schools. These are permanent school term (September to June) positions ranging from 28 to 30 hours/week. The hours of work are approximately 8 am to 2:30 pm Monday to Friday while school is in session.

Duties and responsibilities include:

- Provides support to international students in the classroom
- Receives international students and assists students and guardians with processing of course planning and necessary forms
- Acts as a contact person for school with parents, agents, and homestay parents, providing information as required
- Liaises with teachers and agents regarding the progress of international students
- Maintains files on international students including collection of monies for District, visa/immigration forms and any School District forms
- Attends coordinators and homestay meetings for the school
- Liaises with school, staff, homestay family and agents for students with issues and problems that may arise

Qualifications and experience include:

- Grade 12 graduation supplemented by post-secondary multi-cultural course work combined with office procedures/computer training and recordkeeping
- One year of related experience
- Ability to use tact and diplomacy in contacts with parents, public, staff and students
- Working knowledge of computers
- Good knowledge of Business English, spelling and punctuation
- Valid BC Driver's Licence

Rate of pay: **\$23.49** per hour plus a comprehensive benefits plan

Qualified individuals must submit a **complete** application package by 4 pm on **Friday October 16, 2015** to:

recruitment@sd35.bc.ca

Please include the following documents in your application package:

- Completed [Application Form](#) (available at www.sd35.bc.ca)
- Resume including names and email addresses of at least 3 references (must be current or former supervisors)
- Transcripts to support completion of post-secondary course work and office procedures training
- Copy of valid BC Driver's Licence
- Recent driver's abstract

Scanned documents must be in **pdf format**. Note that we accept electronic applications only. We are unable to respond to follow-up phone calls or emails.

Successful applicant will be subject to a criminal records check.

We wish to thank all applicants, however, only those selected for an interview will be contacted.