



Job Title: International Program Director

Reports to: Director of Business Operations

Status: Full-time, Year-Round Position; One Week off in Summer + School Breaks; Hours: TBD based on program needs

Evaluation: The International Program Director will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel and this job description.

POSITION SUMMARY

The International Program Director is a strategic position at Providence Academy and is a part of the Administrative Team. This position is responsible for running the International Program to ensure admissions and relationship building of prospective international students. He/She will work with the Head of Upper Campus, Director of Enrollment and Engagement, and HR.

DUTIES & RESPONSIBILITIES

International Program within the school

1. Plan, organize, maintain, and manage the school-wide daily operations of the international education program. Manages the activities of the International Education Program to include: overseeing international student advising, international admissions, student retention strategies, orientation, Sevis maintenance and reporting, and other applicable governmental initiatives that impact the international education programs.
2. Advise and enforce school policies relating to international education programs; works with applicable external agencies.
3. Reach out to students monthly to maintain a relationship and provide support where

needed.

4. Assist in budget implementation and monitoring for assigned international education program services.
5. Participate in the development and administration of applicable policies, strategic plans, goals, and programmatic activities pertaining to the international education programs at Providence Academy. Responsible for the security and confidentiality of applicable records.
6. Recommend and administer policies, procedures, manuals, guides, and processes in support of international education program operations; implement and monitor compliance with approved policies, procedures, and processes.
7. Act as the liaison with the State Department and the Office of Homeland Security.
8. Responsible for instructing ELL classes at Providence Academy.

Relationships with Host Families

1. Command screening process and ensure families are in alignment with the school's mission and values and the statement of faith. Ensure potential host families have a successful home study.
2. Distribute applications and assist potential host families with completion of application.
3. Communicate with potential host families as the screening process takes place.
4. Schedule and monitor all travel arrangements for students.
5. Provide support and supervision for host families when needed.
6. Provide host families with necessary documentation, information, and forms for their assigned student/s.
7. Conduct training regarding departure and reentry into the states for host families.

LEADERSHIP

1. Provide Christ-centered, Biblically-directed, spiritual leadership to school faculty and staff as well as to other stakeholders as the opportunity arises.
2. Provide visionary leadership as part of the leadership team and to motivate others to unite in pursuit of the school's mission and highly successful outcomes in keeping with the *Providence Portrait of a Graduate*.
3. Contribute toward an atmosphere of joyful service to Christ and others.
4. Identify areas for advancement and improvement at Providence Academy, work with the President to set improvement goals, and implement processes and procedures to make those improvements.
5. Ensure all resources (human, time, physical) are used effectively, and identify any additional resources needed.
6. Once trained, be willing to lead and make decisions with sound judgment and little guidance.
7. Add How-To guide articles to school's central digital drive on a monthly basis.

QUALIFICATIONS

Required Skills and Abilities:

1. Advising international students
2. Organizing and prioritizing sensitive documentation
3. Managing international admission processes and procedures
4. Managing an international program on a school-wide scope
5. Utilizing technology for communication, data gathering and reporting activities
6. Communicating effectively through oral and written mediums

Required Knowledge:

1. Supervisory principles
2. Budget and financial principles
3. Immigration rules and regulations
4. Applicable study abroad and exchange programs
5. Applicable laws and regulations associated with international student education
6. SEVIS database

Required Education and Experience:

1. Bachelor's degree
2. Previous supervisory and/or administrative experience
3. Proven ability to teach

Preferred Education and Experience:

1. Master's degree in Social Sciences or related field
2. ESL Certification or comparable
3. 3+ years of experience related to area of assignment

REQUIRED PERSONAL QUALITIES

1. Faith in Jesus Christ as his/her personal Savior.
2. A belief that the Bible is God's Word and is the standard for faith and daily living.
3. Agrees whole-heartedly with Providence Academy's Statement of Faith.
4. Is a Christian role model in attitude, speech, and actions toward others. (Luke 6:40) This includes being committed to God's biblical standards for sexual conduct.
5. Is a Christian who is an active member of a Christ-centered church, and will remain so during the period of employment, growing in his/her Christian relationship with God, and actively practicing and exhibiting Christian principles of the Christian faith; seeks to model in speech, actions, and attitude a consistent daily walk with Jesus Christ; sets an example of the importance of spiritual discipline; and encourages students in the

- importance of a personal relationship with Jesus Christ and growth of their faith.
6. Recognizes the role of parents as primarily responsible before God for their children's education and is prepared to partner with them in that task.
 7. Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
 8. Meets everyday stress with emotional stability, objectivity, and optimism.
 9. Maintains a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and is in agreement with school policy.
 10. Uses acceptable English in written and oral communication.
 11. Speaks with clear articulation.
 12. Respectfully submits and is loyal to constituted authority.
 13. Willingness to notify the Principal of any policy he/she is unable to support.
 14. Possesses a clear knowledge, understanding, and heart for classical and Christian education.
 15. Possesses a passion for the University-Model School mission/vision.
 16. Is a spiritual leader.
 17. Has the ability to delegate and follow-up.
 18. Is organized and multi-task oriented.
 19. Possesses good people skills.
 20. Has a servant's heart.
 21. Is able to diffuse difficult situations.
 22. Is a problem solver.
 23. Respects confidentiality.
 24. Possesses and demonstrates the fruits of the Spirit.
 25. Is willing to be visible on campus and in activities; recognizes the sensitive nature of his/her presence.
 26. Acts objectively when distinguishing what is best for Providence Academy when his/her own children are attending the school.
 27. Is exemplary in praying for the school, staff, students, and families.
 28. Models biblical principles of leadership in his/her relationships with and treatment of the faculty and staff.
 29. Submits to the Head of School's and Board's authority.
 30. Is able to articulate a Christian (biblical) philosophy of education and implement this philosophy at all levels of the school.
 31. Is able to communicate openly and honestly with the President and Board.

Providence Academy does not discriminate against applicants and employees on the basis of race, color, gender or national or ethnic origin. The purpose of this job description is to describe the basic function, major responsibilities/tasks, and essential functions of each job so that employees can better know what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employment agreement, nor does it modify the at-will employment status of all employees. This job description is not meant to inhibit employee creativity or innovation. It may be revised when

necessary.