



TIMOTHY

CHRISTIAN SCHOOL

Position Title:	Timothy International Program Coordinator
Position Summary:	Coordinates and oversees the international program, serving the needs of the international students on campus from the time of initial application to graduation.
Position Supervisor:	Director of Marketing and Development; Superintendent
Position Responsibilities:	<ul style="list-style-type: none">• Maintains and organizes international student applications• Schedule SKYPE or in-person interview and follow-up afterward• Give tours and information about our program via Email & phone calls• Coordinates ELL schedules and communicate with teachers about their progress• Work closely with ELL teacher about students' needs• Communicates with parents in China and US contacts• Secures, assigns, and maintains host families and relationships with students including, but not limited to, monthly communication with host families and evaluation of all aspects of the living situation• Run Winter Camp & Summer Camp program for international students• Plan other activities for international students, special church activities, Christmas & Easter outing, Chinatown trip during Chinese New Year
Position Qualifications:	<ul style="list-style-type: none">• The employee must have received Jesus Christ as his/her personal Savior and believe the Bible is God's Word and standard for daily living.• The employee shall support the doctrinal position of TCS and will abide by the Standard of Conduct.• The employee shall be in fellowship with a local church that has a doctrinal position consistent with that of TCS and support its ministry through regular attendance and participation.