



# TIMOTHY

## CHRISTIAN SCHOOL

<b>Position Title:</b>	Timothy International Program (TIP) Coordinator
<b>Position Summary:</b>	Coordinates and oversees the international program, serving the needs of the international students on campus from the time of initial application to graduation.
<b>Position Supervisor:</b>	Director of Marketing and Development; Superintendent
<b>Position Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Maintains and organizes international student applications</li> <li>• Schedule virtual (SKYPE or zoom) or in-person interview and follow-up afterward</li> <li>• Give tours and information about our program via Email &amp; phone calls</li> <li>• Coordinates ELL schedules and communicate with teachers about their progress</li> <li>• Work closely with ELL teacher about students' needs</li> <li>• Communicates with parents in China and US contacts</li> <li>• 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</li> <li>• Run Winter Camp &amp; Summer Camp program for international students</li> <li>• Plan other activities for international students, special church activities, Christmas &amp; Easter outing, Chinatown trip during Chinese New Year</li> </ul>
<b>Position Qualifications:</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• The employee shall support the doctrinal position of TCS and will abide by the Standard of Conduct.</li> <li>• 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.</li> </ul>