

INTERNATIONAL STUDENT COORDINATOR

The International Student Coordinator is responsible for the international students at Darwin High School under the direction of the DHS School Representative Board and the DHS Executive Team to ensure that international students are adequately supported and monitored.

Contract	Casual – 9 May 2022 to 24 June 2022
Hours	38 hours per week
	Hours span 7.00am – 3.30pm, Monday to Friday
Salary	\$32.83 p/h (casual rate) + 10% super
Award	Level 4.2 Education Services (Schools) General Staff Award

Essential Criteria

- Monitor and report attendance patterns of all fee paying international students on a weekly basis to Assistant Principal
- Liaise with Assistant Principal, International Services Branch, parents/guardians and all fee paying international students in relation to student welfare, accommodation and communication
- Arrange and facilitate translators for interviews with students, parents and the school
- Maintain student data base for all fee paying international students
- Report data as requested by the department, the Board and the school
- Generate all relevant correspondence in relation to international students
- Attend relevant internal and external meetings and as requested
- Hold adequate computer skills with Microsoft Work; excel, word, explorer and outlook to process student information
- Ability to respond in a positive and productive manner to feedback received by the DHS community
- Adhere to Workplace Health and Safety requirements.
- Others duties deemed reasonable within the scope of the position as delegated by Senior Operations Manager

The suitable applicant must hold a Working with Children's Clearance (Ochre Card) or have the ability to obtain prior to commencement.

Subject to CHO Directions No. 41 of 2022 requires workers in high risk places to have received their third booster by 11 March 2022 and CHO Directions 52/2022 now requires employees to have received their third dose (booster) by 22 April 2022 (except where a medical exemption is granted).