

Plymouth Christian Academy

International Student Host Family Job Description

Job Title: International Student Host Family

Department: International Student Program

Reports To: Caryn Huntsman, Superintendent/Secondary Principal

Plymouth Christian Academy began accepting international students in the Fall of 2016. Your role serving as a host family is one of the most important components of this program. Plymouth Christian views you as professional partners in the international student's education, serving as part of a team with the parents in the home country, teachers, students, church family and administration. We depend on your loving care, parental discernment and confidential, professional communication with the school as we educate these students and bring them up in a Christian context. It is important that the host family and teachers view each child as a unique creation of God and seek to aid the student in developing his/her gifts and abilities to their highest potential based on a proper understanding and acceptance of himself/herself and how God has made them. (Psalm 139:13, 14)

Qualifications: We are looking for the following characteristics in you and your family as we together consider this role for your family.

- You have a growing personal relationship with Christ.
- You are able to demonstrate a healthy marriage.
- You are able to handle and resolve conflict.
- You are willing to admit if you've made a mistake.
- You are financially responsible.
- Your children in the home are doing well academically, socially and spiritually.
- You are willing to learn and respect others and other cultures

Expectations: We have made a commitment to the international student's parents to carefully screen and match students with our school families. We have also assured them that we would have on going monthly training with the host families for enhanced understanding of cultural learning and academic, emotional and spiritual support in the home. Therefore, we expect the host families to follow our expectations. Specifically, host parents are responsible to:

- Provide a safe and healthy home environment
- Provide emotional and spiritual support
- Be involved in a church family and attend church weekly
- Support the student as they learn and adjust to American culture. Simultaneously, learn about their culture in a respectful manner.
Relational Capital – Get to know the student, what motivates them, how they are unique. Expect high standards from them. Build trust as quickly as possible. Catch them doing things right (different from a renter or boarder).
- Provide intentional counsel with the student on choices of friends. International students might need help initiating friendships. Also, please discuss and monitor friend choices for honest, trustworthy

friends who desire to grow in their relationship with Jesus Christ and who also seek to learn about the international student's culture, country and story.

- Discuss conflict resolution with your student. See them as having the potential to grow in interpersonal skills.
- Identify special needs of your student and be in dialogue with Mrs. Huntsman regarding those needs.
- Work with the student to meet dietary preferences or needs, learning about their nutrition in their home country and preparing common foods from their country.
- Provide accountability and discipline when necessary. Know where your student is at all times and monitoring their choice of friends.
- Provide academic support and accountability. Help them as they learn proper communication strategies with American teachers and communicate with teachers alongside them as needed.
- Communicate weekly with parents in home country.
- Discuss any challenges in any area with Mrs. Huntsman throughout the year.
- Model a healthy marriage relationship within the home.
- Work alongside other host families to develop common guidelines when possible. Coordinate with each other for time off as needed.
- Be positive regarding the home environment of each host family. Each home will be different. Be careful to build up other host homes if comparisons are made in conversation at your home.
- Maintain standards in the home that fall within the school's acceptable range, to insure consistency and positive student morale.
- Participate in orientation and monthly meetings and complete monthly reports and medical insurance paperwork in a timely manner.

Responsibilities include the following:

Summer:

- Email your international student and family with pictures and information about your family
- Attend host family orientation meeting. Date and Time TBA
- Research a little on your student's country before they arrive.
www.asiasource.org/profiles is a great resource for Asian countries and
www.bbc.com is a good source for current events.
- Prepare room for host student(s); each student needs a separate bed and desk.

The first week with your host student:

- Visit the grocery store and a Target type store together and if possible and an ethnic food store
- Establish a place and list for the student to add items to the grocery list during the week
- Set up computers in a family area, not in the bedroom
- Establish household standards for garbage, bathrooms, laundry and assign chores
- Gently help insist they stay awake until 8PM so their sleep patterns adjust to the US time zone
- Establish a weekly/daily family devotional time- devotion led by parent and prayer requests, family business can be shared/ discussed
- Watch an American movie (and a movie from their culture if possible) to talk about cultural differences

Daily:

- Provision of breakfast, dinner and a packed lunch (or they can purchase their own meal card with their own funds)
- Transportation to and from PCA with host parent or host sibling or approved car pool or bus
- Review next day schedule in detail via School Records
- One hour of academic support and emotional check-how the day went, concerns, etc.

- Note: International students typically will spend twice as much time as an American student on academics in the evening. So, the average international student should be allowed to do up to 4 hours of homework a night. This means that after co-curricular involvement, a student may complete homework up to 10:30 or 11 each night
- Provide the opportunity for the student to use the internet for at least 30-60 minutes per evening. If a student is struggling academically, limiting usage to 30 minutes is recommended.

Weekly:

- At least 3 cooked dinners together with the family with some informal “how are you doing” conversation
- Family devotion time weekly or daily
- Review between student and host parent on use of time during the past week; sleep habits, internet usage, etc.
- Look ahead to next week and confirm plans around anything unusual
- Weekly church attendance

Monthly:

- Host parent meetings (2 hour meeting including a meal, required attendance for both parents)
- Sleepover swap with another boarding family both ways to give you and other families time off
- An email to the home parents (and copied to Mrs. Huntsman) in the home country including highlights of the month, funny moments, any minor concerns, etc. Feel free to send a picture when possible. (Please talk with Mrs. Huntsman first if there is any concerns or issues to discuss in email conversations with the host family.)
 - As needed:
 - Doctor visits
 - Completion of insurance claims within 1 week
 - Email general report of visit to Mrs. Huntsman within 24 hours

Systems in place:

- Monthly host parent meetings (required attendance for both parents)
- Required weekend respite for each host family per semester
- Student activities once a month – Schedule will be determined
- Students will have academic tutoring available to them
- Semester trips
- Weekly email to you from Mrs. Huntsman
- Mrs. Huntsman and designated staff members can be your back up as needed/available for unexpected needs