



A Non-profit Corporation
for Student Exchange

1029 SW Washington Street • Portland, Oregon 97205 • Phone 503-222-9803 • Fax 503-227-7224

LOCAL COORDINATOR INDEPENDENT CONTRACTOR DESCRIPTION

RESPONSIBILITIES

1. IDENTIFY SCHOOLS AND OBTAIN ACCEPTANCE AGREEMENTS

- Visit schools
- Present student applications and host family information
- Obtain High School Acceptance Forms (HSAF's)

2. RECRUIT HOST FAMILIES

- Identify, recruit and screen host families ensuring adherence to the Dept. of State regulations
- Assist the host family with completion of the online HF Application
- Interview host family in their home
- Obtain references
- Review guidelines with families
- Review host family expectations

3. HOST FAMILY ORIENTATION

- Attend one of the host family orientations
- See that all your families attend one host family orientation and sign proof of attendance
- Provide host family orientation to families who cannot attend group sessions

4. STUDENT ARRIVAL/STUDENT ORIENTATION

- Meet student (s) at airport
- Attend one of the group student orientations
- See that all your students attend one orientation and sign proof of attendance
- Provide individual student orientations to students who cannot attend group sessions



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5. MONITORING STUDENTS

- **Keep in regular monthly contact** with host families, students and schools. LC must physically visit with each assigned student every month. LC must visit the host family in their home every other month, and speak with them via the phone during the month in between.
- **Complete Monthly Contact Forms (MCF's)** and submit to ETC office no later than the 25th of each month. Reports received incomplete or after the 1st day of the following month will result in ½ payments. Reports received after the 5th day of the following month will result in no payment. All reports must be completed using the online system ZAPP.
- Take responsibility for student travel and the required **permission to travel request** forms.
- Assist families and students with **insurance** procedures as necessary.
- **Mediate conflicts** between host family and student and help to find a **resolution**. Obtain support from Field Manager, Field Director, and/or ETC office when needed.
- If conflict cannot be resolved successfully, it is the responsibility of the LC to find a **replacement family**. *No placement fee will be made for replacement family.
- Monitor students' progress in school to make sure they are maintaining a "C" grade or above in all classes.

6. CROSS-CULTURAL ACTIVITY PLANNING

- Plan monthly activities for students, either individually or as a group
- Assist students who are having difficulty integrating into school life and making friends.
- Assist students and families in participating in ETC planned activities.
- Assist Field Manager with the planning and implementation of organized activities as needed.

7. STUDENT DEPARTURE

- Provide a Pre-departure/re-entry Orientation to all students
- Assist with the Convalidation process for Brazilian students and the Apostille process for Korean students
- Verify all medical bills have been paid before departure
- Submit evaluations

8. MAINTAIN CONTACT WITH ETC OFFICE

- Return all phone calls/e-mails within 24 hours
- Attend annual ETC trainings, and certify for the US State Department's annual coordinator certification, in accordance with industry standards as defined by the US State Department and CSIET. All Local Coordinators are responsible to stay informed of changes and updates regarding these regulations.
- Assist with RSVP's for your host families/students for organized ETC activities/trips
- Submit evaluations and see that students and families also submit theirs
- If you are approached with concerns/complaints about a student/host family you are NOT overseeing, tell the student/host family to address their concerns with their own LC or the Field Director's office directly, if necessary. Do not get involved in situations not related to your own students.