

GSC, PO Box 95, Dover-Foxcroft, ME 04426

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## Student Management Counselor

The GSC student management counselor works to assist in school connections, homestay placement and supervision as well as providing student care and academic support:



- i. School connections:
  - The Counselor works on finding new F-1 day schools so that GSC provides overseas partners and parents with additional school choices.
  - The Counselor works with partnering schools to explore ways in which GSC can better service their international students.
  - The Counselor shall make regular contact with schools for the purpose of supervision of GSC students.
  
- ii. Homestay placement and supervision:
  - For new students, the Counselor where possible will visit and interview homestay candidates before placing students.
  - The Counselor supervises host families regularly with at least quarterly visits, as well as phone calls and emails as needed.
  - The Counselor shall provide GSC with a homestay agreement for each host family.
  - Provide host families with copy of GSC's Homestay Handbook and provide an orientation meeting at the beginning of the school year.
  - The Counselor will work with GSC to make sure the homestay fee is paid to host family on a monthly basis.
  - Where required the Counselor will work with the GSC office to secure guardianship authorization form from the student's parent.
  
- iii. Student supervision:
  - 1) Before a departure
    - To help ensure student gets an I-20 from the school in a timely manner.
    - To be registered in the school as a student management counselor.
    - To ensure student has all the information needed from the school (summer reading, class schedule, textbook list, immunization forms, signed I-20, etc).
    - To ensure host family has airport pick-up information



## 2) Right after entering the country

- Conduct an orientation meeting for students in conjunction with whatever international student orientation program the school may be providing.
- To help facilitate via the host family the purchase of textbooks, open a banking account, cell phone (if requested) school uniforms for the student.
- To visit school and have a meeting with counselors or teachers of student(s). This should take place at least every 4-6 weeks and more often if the student is having academic difficulty.
- To make sure the host family is providing a means to getting to school and home daily and transportation needed for after school activities and shopping as needed by the student
- To provide to the student counsel on customs and traditions common in the U.S. to help with their adjustment to living in a new country.
- To provide login information of the on-line grade system, if available.



## 3) During the stay

- To provide a brief student report\* once a quarter on each student to GSC. (\*in terms of a student, checking the improvement of study and the record of attendance, any issues with host family. \*in terms of a host parent, an evaluation of student.)
- To answer phone calls or emails from students within 24 hours of receiving call or email.
- To forward final official transcripts per semester to GSC.
- When there is any problem with the homestay, visit the host and verify the problem or issues and report back to GSC office or school as appropriate.
- When students is ill or has an emergency, the Counselor shall help host family as needed or requested.
- To visit student when requested by student to address any concerns.

## 4) Miscellaneous

- The Counselor shall work on providing sources of information on extra-curricular activities or volunteer opportunities that students can do in their living area or in the U.S. during semester breaks.
- The Counselor shall find tutors to work with students who need additional academic support. The tutor fee, if required will be charged to the parent separately as requested through the GSC office.
- The Counselor shall ask GSC for information or documents related to the students such as student profile, insurance certificate, and medical records and GSC shall answer in a timely manner.