International Leadership of Texas

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

Job Title: Director of International Students

Exemption Status/Test: Exempt

Reports to: Senior Executive Director of International

Date Revised: 5/12/2025

Dept./School: ILTexas Global

Primary Purpose:

The Director of International Students supports international students living at a high school dormitory while attending International Leadership of Texas Garland High School. The Director of International Students is responsible for ensuring the safety and well-being of international students. The Director of International Students will receive free onsite living quarters as well as free meals aligned with international student meal service.

Qualifications:

Education/Certification:

- Bachelor's Degree
- Master's Degree, preferred

Special Knowledge/Skills:

- Ability to work effectively with international students and families from diverse cultural backgrounds.
- Communicate with students, parents, and administrators that speak multiple languages.
- Skilled in handling emergencies, conducting safety drills, and being available on-call.
- Skilled in managing logistics such as transportation, housing assignments, event planning, and budget oversight.
- Ability to coordinate vaccination clinics and administer basic health support (e.g., taking temperatures, dispensing medicine).
- Skilled in organizing orientation programs, holiday celebrations, mentor events, and travel logistics for groups.
- Able to manage competing priorities across student needs, operations, events, and staff coordination.
- Fluent in Mandarin Chinese is a plus

Experience:

- 2+ years of experience leading large student groups
- Principal experience preferred
- Student dormitory experience is a plus

Major Responsibilities and Duties:

Student Onboarding and Orientation:

- Lead international student orientations
- Set up phones for each international student
- Set up medical insurance for each international student
- Ensure each international student has their uniforms
- Assign international students to their apartment dormitory.
- Register international students in the Raptor system which is used to sign in and out.
- Interview prospective international students for program admission.
- Update the International Leadership of Texas Global Student Handbook and review with students.

Student Support:

- Work with the nurse to make sure international students have their vaccinations. If vaccinations are needed, set up a clinic to deliver vaccinations to students.
- Send follow up communications to International Leadership of Texas Garland High School for excused international student absences.
- Support ill students by taking temperatures and dispensing medicine, as needed.
- Plan and attend mentor events for international students.
- Administer discipline for international students, when needed.
- Monitor international student grades on Skyward.
- Ensure students are progressing academically and getting accepted into top universities across the country and world.
- Transport international students to and from the airport.
- Organize and transport international students to dentist and doctor appointments.
- Set up international student and parent groups on WeChat.
- Attend international parent meetings.
- Keep parents informed concerning their student.
- Partner with the Principal and International Assistant Principal to support international students' academics and behavior.
- Attend International Leadership of Texas Garland High School graduation.

Operations:

- Conduct Resident Advisor orientation at the beginning of the year.
- Lead monthly Resident Advisor meetings.
- Review the Resident Advisor Handbook with Resident Advisors.
- Schedule Resident Advisors during the holidays.
- Conduct interviews for new Resident Advisor or Chef staff members.
- Plan the international student Spring Break trip and attend as a Chaperone.
- Responsible for the International Student Global Budget. This includes ordering items and approving requests for funds.
- Conduct fire, shelter in place, and tornado drills with students.

- Ensure cameras are working in the Student Welcome Center.
- Maintain the Brivo system and dispense key FOBs for building entry. Set times for doors to lock and unlock.
- Schedule Security as needed.
- Conduct tours of the international student dormitory for potential students, visitors, staff, and other International Leadership of Texas guests.
- Organize holiday celebrations for international students.
- Organize the attending graduating seniors' lunch and parent dinner.
- At the end of the school year, support students packing their belongings and ensure student dormitories are cleaned up.
- Check student dormitories for any damage. If damages occur, ensure the damage is repaired and reimbursed by the responsible party.
- In the summer, make sure the dormitory is prepared for summer camp attendees.
- Maintain Suburbans used for travel.
- Help with the maintenance of the student dormitory building.
- Work with International Leadership of Texas Global Staff.
- **On call for issues or emergencies.**

Supervisory Responsibilities:

Supervise Resident Advisors, Chefs, and Facilities Manager.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Frequent walking around the dormitory building; Occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching
Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; **On call for issues or emergencies.**
Live onsite with students.
Mental Demands: Work with frequent interruptions; maintain emotional control under stress

---

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.