



United Studies Area Representative

DEFINITION

An individual who promotes cultural learning by overseeing the placement and supervision of high school exchange students in their local area including, public relations with high schools, the recruitment and screening of qualified host families, and the supervision of students during their stay.

DESCRIPTION

- ◆ Recruit and screen host families.
- ◆ Work with local high schools.
- ◆ Interview host families and complete required paperwork.
- ◆ Plan and hold an orientation for all host families prior to the students' arrival.
- ◆ Contact each student and host family at least once a month.
- ◆ Supervise students during their exchange.
- ◆ Relocate students for whom a move is deemed necessary.
- ◆ Submit regular progress reports on each student.
- ◆ Collect student grade reports and submit them to the main office.
- ◆ Conduct a Cultural Adjustment Workshop for each student during the first semester. Conduct a Diversity Workshop for each student during the second semester.
- ◆ Coordinate a community service project of the students each semester.
- ◆ Provide assistance for students to complete a job shadowing experience.
- ◆ Conduct a Re-Entry Workshop three to four weeks prior to the students' departure.
- ◆ Work within United Studies policies and guidelines and the decisions made by the United Studies headquarters staff.
- ◆ Attend annual training workshops.

Please call (800) 869-8585 to get a copy of the Compensation Plan.

Or email sstorey@unitedstudies.org