

How to make your school more international

Tasks coordinators international projects

1. Exchanges with partner schools

- Contacts with the partner schools. Visits to the partner schools, finding new partner schools (e-twinning)
- Organization of exchanges. Organization of parents' evenings, logistic tasks, matching students, programme of the exchange at one's own school, budget.
- Coaching of colleagues in the projects: guidance and assistance in solving problems

2. Curriculum

- Making an inventory of the international elements in the curriculum
- Linking themes of projects to the curriculum

3. Quality assurance

- Monitoring the quality of exchanges and projects: programme, linking the theme to the subject matter, the manuals.
- Participating in the evaluation of the activities: evaluation of the product and the process, evaluation of the objectives for knowledge and skills of the projects.
- Evaluation discussion with the management about the entire internationalization policy
- Stimulating innovations in international projects, such as the use of ICT

4. Internationalization policy of the school

- Expressing the education policy in the field of international cooperation at school level / drawing up a policy plan
- Enhancing the support of departments and year groups and management through the policy, the quality of the activities and a diplomatic attitude (stimulating, praising, [...]).

5. Managing internationalization

- Agenda and report of the meetings of the internationalization committee
- Consultations with the management about internationalization and the annual report
- Proposals for activity plans to the management (including devising new activities)

6. Information and dissemination

- Internal information (newsletter, website, mails)
- External information (dissemination of Comenius projects)

Financial management / drawing up an estimate for internationalization

7. Knowledge of internationalization

- Keeping up with developments in the field of internationalization (grants, programmes, new Internet applications for virtual projects, etcetera.
- Informing colleagues about training in the field of internationalization
- Organizing internal training / continuing-education
- Participating in training sessions concerning internationalization / participating in networks

8. Organization of events within the framework of internationalization (Day of Languages, Europe Day)

9. Grants and projects

- Application for national grants
- Leading role in application for Erasmus+ KA1 and KA2
- Report of the projects to the National Agency