

Job Title:**Connecticut Chinese Language Academy (CCLA) - Campus Director****Job Description:**

Connecticut Chinese Language Academy (CCLA) Campus Director is the chief operating officer for CCLA. Reporting directly to the Principal, the Director builds and maintains academic programs and controls all activities, including management of day-to-day operations, administration, and facilities.

The successful candidate will work collaboratively with the principal, Chinese Culture Center (CCC) Education Committee, CCLA Administration Team, teachers, parents, students, and community members to promote the educational development and enhance Chinese culture of every student. The successful candidate will also assist to achieve the goal of establishing and maintaining a safe and effective learning environment in the school, where each student is challenged in an atmosphere that promotes intellectual development, creatively and inquiry.

Job Duties:

1. Carry out day-to-day operations for campus as directed by the CCLA Principal including:
 1. Registration management: onsite registration assistance, literacy assistance, and class placement; and assist text book manager in text books distribution.
 2. Assist the Principal in teaching management: recruiting, training, teacher scheduling and contingency planning, peer knowledge exchange network management and participation
 3. Participate in teacher recruitment and hiring process
 4. Maintain teacher personnel and attendance records
 5. Organize school events and activities
 6. Manage school onsite operation: classroom logistic, risk management, and security coordination
 7. Assist Financial Officer in financial transaction management: expense reimbursement sign-off, and teacher pay check management
 8. Lead in school newsletter management
 9. Lead year book planning
 10. Work closely with PTA to seek necessary support
2. Participate financial planning and budget at the end of a school year
3. Others deemed necessary by the Principal

Requirements:

- United States citizenship, Green card, or with legal US work permit
- Strong Leadership and communication skills
- Fluent in Chinese and English
- Preferred 2 years teaching and/or administration experience, CCLA preferred
- Responsible, multi-tasking, detail-oriented, and motivated.
- BA/BS degree or higher, or equivalent educational experience

Term:

One-year term, renewable

Incentive:

Vary by experience level and qualification

Contact Information:

E-mail resume and cover letter to: hr@ccc-ct.org

Equal Opportunity Employer

Chinese Culture Center is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation or disability, as defined and required by state and federal laws.