

Job Title:**Connecticut Chinese Language Academy (CCLA) Principal****Job Description:**

Connecticut Chinese Language Academy (CCLA) is seeking a dynamic, results-oriented, and experienced Administrator for April 2010 starting date. The successful candidate will work collaboratively with 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 each student, leads school administrative team to achieve the goal of establishing and maintaining a safe and effectively learning environment in the school.

Job Duties:**1. Administrative Leadership:**

- a. Lead recruitment of qualified teachers and staff; responsible for interviewing and selection of teachers and CCLA Administration Team members
- b. Lead and conduct performance management of teachers and CCLA Administration Team members
- c. Counsel CCC Education Committee on school policies and salary
- d. Maintain effective communication among teachers, administrative staff, Education Committee and CCC Board
- e. Develop, maintain and update teacher's handbook
- f. Direct curriculum appraisal
- g. Manage, evaluate and supervise effective and clear policy and procedures for the operation and functioning of the school
- h. Maintain personnel information and human resource records

2. Supervision:

- a. Supervise staff and teachers and enforce disciplinary policies on administrative staff, teachers and students
- b. Motivate and manage staff and teachers to attain the goals and objectives of the school
- c. Understand and comply with privacy policies and labor law

3. Instructional Leadership:

- a. Foster a culture that embraces a common vision with teachers, staff, and parents for school improvement and development
- b. Ensure ongoing teacher training for existing teachers and orientation for new teachers and employees
- c. Lead development of school schedule and calendar
- d. Provider leadership on curriculum refinement and improvement

4. Financial:

- a. Develop and present to Education Committee and CCC Board annual budget
- b. Oversee expense allocation to ensure school is operating within approved budget
- c. Establish polices for school supplies and expense reimbursement
- d. Review P&L with CCLA Financial Officer monthly

- e. Review and report to CCC Education Committee and Board on school financial quarterly

5. Public Relations:

- a. Foster good relations between CCLA and parents
- b. Establish and maintain relationship with other Chinese Language Schools and Educational Institutes

Requirements:

- Strong leadership, communication, and management skills
- Preferred 2 years teaching and/or school administration experiences, CCLA preferred.
- The ideal candidate should have experience with budgeting and finance.
- Motivated self starter, and take ownership and responsibility
- Fluent in Chinese and English
- BA/BS degree or higher, or equivalent educational experience
- Citizenship, residency or work VISA in United States required

Contract Term:

- 3-year term
- One year elected, two years renewable contract term.

Incentive:

Vary by experience level and qualification

Reporting:

Report to CCC President and CCC Education Committee

Contact Information:

CCC Education Committee

E-mail resume to: ccc.edu.committee@gmail.com

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.