

Establishment of the School positions for the Provost, and Vice Principals

Draft on 03/11/09

By the SCCS Board of Directors School Structure Committee:

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We would like to thank all members of the School Structure workgroup and all School teachers, whose constructive suggestions made this process possible

Provost

- a. Functions:
 - i. Develop and oversee the Chinese language teaching curriculum
 - ii. Oversee the quality of Chinese language teaching
 - iii. In charge of training and evaluation of the teachers for Chinese language teaching
 - iv. Make recommendations for Chinese text books
 - v. Assist the principal in the School council function
 - vi. Establish and oversee the process for class placement, parent communication, examinations, and other major issues related to Chinese language teaching
 - vii. Make budget proposal for the Chinese language teaching
 - viii. Others deemed necessary by the School principal
- b. Reimbursement:
 - Same pay and benefit as the School Chinese language teachers
- c. Term:
 - Yearly appointment by the School principal, no maximum term
- d. Recruitment: Nominated by the School principal and approved by the School board
- e. Report to: the School principal
- f. Supervising responsibilities: all Chinese language teachers, relevant subcommittees

*** Due to time conflicts, nominee who accepts this position will have to quit his/her teaching job.**

Vice Principal A

- a. Functions:
 - i. In charge of the School registration process
 - ii. In charge of the text book ordering
 - iii. Oversees the IT function, establish and oversee the privacy protection issues
 - iv. Assist the principal in the School council function
 - v. Make budget proposal for all supportive functions
 - vi. Others deemed necessary by the School principal

- b. Reimbursement:

Waive of the tuition of Chinese language class for one child or equivalent, plus \$ 300.00 or equivalent tuition waiver for one year.

Or the vice principal decides to work as a volunteer, he/she can donate his/her income after deducting all the taxes.

- c. Term:

Yearly appointment by the School principal, no maximum term

- d. Recruitment: Nominated by the School principal and approved by the School board

- e. Report to: the School principal

- f. Supervising responsibilities: IT teams, other relevant subcommittees

Vice Principal B

- a. Functions:
- i. In charge of human resource documentations and procedures
 - ii. In charge of all School finance related issues, such as accounting, payroll, tax, contracts, insurances, etc
 - iii. In charge of budget proposal and budget report
 - iv. Assist the principal in the School council function
 - v. In charge of all School documentations
 - vi. In charge of the hiring, evaluation, and supervising the work of accountants
 - vii. Provide financial advices and documentations to the School fundraising activities
 - viii. **Work with accountants and school administration team to build up financial procedures.**
 - ix. Others deemed necessary by the School principal
- b. Reimbursement:
- Waive of the tuition of Chinese language class for one child or equivalent, plus \$ 300.00 or equivalent tuition waiver for one year.
- Or the vice principal decides to work as a volunteer, he/she can donate his/her income after deducting all the taxes.**
- c. Term:
- Yearly appointment by the School principal, no maximum term
- d. Recruitment: Nominated by the School principal and approved by the School board
- e. Report to: the School principal
- f. Supervising responsibilities: relevant subcommittees, **paid** tax accountant, **paid** regular accountant

Vice Principal C

a. Functions:

- i. Participating in the planning and coordinating (with PTA) on all major School activities
- ii. Establish and oversee the procedures of student award system (including finance aids)
- iii. Maintain School inventory
- iv. In charge of the School office functions: such as arranging duty officers, establishing procedures for duties, etc.
- v. Working with the safety committee on School safety issues
- vi. All other housekeeping activities
- vii. Work closely with the School board and PTA to seek all necessary support
- viii. Participating in the planning of the School fundraising activities
- ix. Assist the principal in the School council function
- x. Make budget proposal for all School activities
- xi. Others deemed necessary by the School principal

b. Reimbursement:

Waive of the tuition of Chinese language class for one child or equivalent, plus \$ 300.00 or equivalent tuition waiver for one year.

Or the vice principal decides to work as a volunteer, he/she can donate his/her income after deducting all the taxes.

c. Term:

Yearly appointment by the School principal, no maximum term

d. Recruitment: Nominated by the School principal and approved by the School board

e. Report to: the School principal

f. Supervising responsibilities: relevant subcommittees