



Southern Connecticut Chinese School

南康中文学校

www.ynhchineseschool.org
P.O. Box 207105, Yale Station
New Haven, CT 06520

March 31, 2012

Dear SCCS members,

In preparation for next school year, several school leadership positions need to be filled. At our incoming **general member meeting (May 6, 2012)**, we will elect 3 board directors, 1 PTA president, and approve the board nomination for the school principal. In addition, to keep up with the expansion of school's size in number of students and programs, the board has decided to strengthen school's financial management by elevating the financial director's position to the VP position starting from next school year.

Position openings and descriptions:

- Three board directors, serving term 2012-2014

- PTA president, serving term 2012-2014

For the definition of these positions, please check the school bylaws at http://www.ynhchineseschool.org/prod_v08/Files/SCCS_Bylaw.pdf.

Please email your brief statement (up to 500 words and also indicate the position you are interested in) to boardmember@ynhchineseschool.org before midnight on April 26, 2012.

- Principal of SCCS, serving 2012-2013

This is the routine yearly search for the principal position. According to the school bylaw, the term of the principal is one year, with maximum of 4 consecutive terms. Qualifications and responsibilities include but not limited to the following:

Responsibilities:

1. Provide overall leadership for the school operation
2. Always put the education and well-being of the students first
3. Recruit high-quality teachers and school officials (Provost, vice principals, and other school personnel)
4. Work collaboratively with teachers to improve the teaching quality of the language and enrichment programs
5. Work with PTA for school activities, and be accessible and responsive to parents
6. Oversee the overall school operation of language curriculum and the enrichment programs
7. Exhibit flexibility and willingness to implement timely reform when needed
8. Communicate with the school board on a regular basis
9. Establish and maintain good public relationship, especially with the SCSU host

Qualifications:

1. Strong passion for serving the Chinese community
2. Strong interpersonal and communication skills and effective management ability
3. Some administration/leadership experiences in school system
4. Some teaching experience preferred

Interested candidates please send your resume to board@ynhchineseschool.org before 4/17/2012. Three reference letters are preferred.

- VP of Finance & HR, term to be decided

The successful candidate will provide leadership in school's financial planning and execution, such as accounting, book-keeping, budget management, and tax reporting. HR function will include maintaining school HR documentation and ensuring employment regulatory compliance.

Primary Responsibilities

- General ledger maintenance.
- Handle all payroll information and reimbursements.
- Coordinate with the principal to prepare school financial report and budget.
- File the tax return form for the school
- Provide recommendations to strengthen the financial state of the school
- Provide recommendations for accounting procedural improvements.
- Maintain HR documentation and ensure employment regulatory compliance.

Qualifications:

Ability to maintain confidentiality and exercise extreme discretion. Excellent problem solving and judgment skills, and high level of attention to detail and accuracy Accounting education or experience preferred. Strong passion for serving the school.

Interested candidates please send your resume before 5/07/2012 to

principal@ynhchineseschool.org

board@ynhchineseschool.org

The success of our Chinese school depends on the dedicated work of our members, teachers, and leadership. We encourage you to consider join the leadership team. Our Chinese school needs fresh ideas, new energies, and a commitment in serving our school and our community. If you have questions, please come and talk to one of the current board members.

SCCS School Board:

Wei, Ning 魏宁 (term 2011-2012), wei06514@hotmail.com (Chair)

Feng, Bintao (term 2011-2013), bintao@gmail.com (Vice Chair)

Huang, Yan (term 2011-2013), yhuang00@yahoo.com

Liu, Meng 刘猛 (term 2011-2013), liumeng6@yahoo.com

Wang, Hong (term 2011-2012), hongwsu2005@yahoo.com

Wu, Min (term 2011-2012), minhere@yahoo.com

Zhai, Guangzhi / Zhang, Anna, PTA president (term 2011-2012) zhaig195@yahoo.com