

Job Posting: Principal, West Valley Chinese Language School

West Valley Chinese Language School (WVCLS), a community-based after-school Chinese language and cultural studies program for K-12 students in Cupertino, seeks a Principal to oversee the administration of the School. The position is a part-time fixed-term appointment, renewable each year. The Principal reports to the Executive Group of the School Board and is accountable for the effective operation of the School during the academic year. The successful candidate may be asked to serve in planning and implementing longer-term goals of the School in the future.

The Ideal Candidate

The Principal has a strong interest in Chinese language and culture learning for the K-12 school age group. S/he is a professional who is organized and a self-starter with proven ability to set priorities and to handle a variety of tasks simultaneously. As the Principal holds a leadership position at the School and serves as the public face of WVCLS, s/he is expected to be a good role model for the School and the community. The Principal will possess integrity and a strong moral foundation. S/he has an appreciation for collaboration and teamwork and a capacity for delivering the highest quality School programs and work standards. The Principal is fluent in Cantonese and English languages with reading and writing competencies and is also familiar with Chinese family culture. S/he is experienced with enrichment program administration and the field of Chinese language and culture education. Experience with, or knowledge about, WVCLS is strongly preferred.

Job responsibilities include but are not limited to the following:

- Manages all WVCLS operations, programs, facility readiness, office administration, volunteers, student safety and curriculum.
- Recruit, supervise, and handle all associated personnel functions and professional development for teachers and paid staff.
- Set priority for and implement school programs and monthly events.
- Develop and maintain School calendar, directories, and student records.
- Handle logistics for annual registration, first and last days of School.
- Acts as primary liaison with parents, school districts, and other community organizations.
- Manage and report School budget.
- Prepare agenda and present summary of School status and achievements at regular quarterly Board member meetings and emergency meetings as necessary.
- Works with the Board on short and long term strategic planning.
- Works with the Board to ensure Board involvement in, and commitment to, School priorities and policies.
- In collaboration with the select members of the Board, develop and increase student enrollment numbers as well as coordinate, oversee, and/or support other special projects and/or subcommittees.

Other essential knowledge and skills:

- Have passion for the Chinese language and culture learning field.
- Able to take initiative and work independently, with minimum supervision.
- Excellent leadership, interpersonal skills, and customer service focus.

- Strong communication skills, in person, on the telephone, and over email.
- Proven ability in MS Office (Word, Excel, PowerPoint), e-mail, Chinese word-processing
- Experience with QuickBooks and financial planning and budget management.

Schedule and work location:

- This is a part-time, generally work-from-home position, from August 1 – mid-June each year.
- WVCLS is in session for approximately 34 academic weeks each year with holidays that correspond to those of Fremont Union High School District.
- While WVCLS is in session, about 3-4 hours each Friday evening will be on site at Homestead High School, Cupertino.
- This position requires occasional weekend meetings.

Compensation:

\$9000 each work year. This position is considered exempt under the applicable state and federal laws. No health, dental or retirement benefits are offered. There is also no overtime pay.