



華仁中文學校

Chinese Heritage School of New Jersey

P. O. Box 127, Monmouth Junction, NJ 08852 ❖ www.chsnj2000.org ❖ info@chsnj2000.org

*** 歡迎你參加傳授華翰的工作 ***

Responsibilities of the Cultural Class Director 文化課主任:

- Promote cultural programs (Cultural classes and Special Interest Classes) for CHS; instill energy and enthusiasm to the environment
- Arrange meaningful CCs & SICs
- Write description for the CCs & SICs for posting on the website (including age and class size limit)
- Recruit and assign teachers and instructors for the CCs & SICs.
- Determine the fees for the CCs & SICs. Inform the SIC instructor of the payment to school.
- Update the registration DB with the teacher and classroom assignments
- Determine whether there are enough students for each class
- Send out communication to CHS Bulletin related to CCs & SICs.
- Find substitute teachers in case of absence
- Encourage/arrange for them to perform in CNY celebration and Graduation day
- Coordinate participation in external events eg. SB Library CNY celebration and summer family fun day (including release form)
- Support ordering materials for the classes eg. for Lion Dance class and sewing costumes for Dance team.

Responsibilities of the Dean 訓導主任:

1. Oversee the discipline of the school environment.
 - "Talk to" students who are disruptive in the classroom
 - Stop students from running or horsing around in the hall or during recess
2. Oversee the "operation" of the Teacher-Assistants (including the front-desk and library)
 - Assign TAs to class, based on the needs and input from the teachers
 - Host "training session" in Sept to explain the Do's and Don'ts for being a TA; and how to be an effective TA
 - Prepare sign-up sheet and keep track of the attendance
 - Arrange for substitute for TA absence
 - Year-end award will be based on attendance
 - Prepare recommendation letter and service certification
 - Gather feedback from teachers to assess the performance of the TAs
 - Remind college bound students to apply for the Yuk Li Scholarship in Spring (due by April 30th).
 - Coordinate meeting with the "panel" to discuss/determine the amount of scholarship for the college bound TAs.
 - Encourage the TAs to teach CC, initiate/lead programs, help with Field Day, CNY celebration etc.



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Qualifications: Have a passion about Chinese Culture. Pleasant and friendly personality. Ability to speak fluent English and Chinese is preferable.

Compensation for the combined position: same as teachers – starting salary at \$21.4 per hour (based on weekly sign-in.), plus tuition exemption for one child.

If interested, please contact:

Ann Li (Principal) at yukannli@yahoo.com or 908-612-7316
Or Clement Lee (Vice Principal) at leeyuiwah@gmail.com