**East Bay Chinese School Principal (part time)**

East Bay Chinese School is seeking a Principal for the 2016-2017 school year with annual extension. The East Bay Chinese School (EBCS) is a community-based parent-volunteer 501(c)(3) nonprofit organization serving the East Bay community, founded in the summer of 1981.  EBCS’s mission is to educate our students to appreciate Chinese heritage, promote cross-cultural understanding, and prepare them to be community leaders. The school offers pre-K to AP academic classes in Mandarin Chinese and cultural education.  Classes are held at Sequoia Elementary School on Saturdays during the school year (September - June).

EBCS is currently seeking an experienced educator to lead our school in the administration, operation and the development of the academic and cultural programs of the school. The Principal will work closely with the faculty, board members, and PTA.

**Key Responsibilities:**

Establish and Administer Teaching Standard - Set educational standards and goals, and help establish policies and procedures to carry them out.

* Collaborate with faculty to develop and maintain curriculum standard, develop mission statement, and set performance goals and objectives.
* Observe teaching methods and examine learning materials to evaluate and standardize curricula and teaching techniques, and to determine areas where improvement is needed.
* Seek feedback from parents and faculty to ensure teaching method and standard are effectively achieving the School’s mission.

Personnel / Constituency Management

* Recruit, hire, train, and evaluate teachers
* Maintain or oversee the preparation and maintenance of attendance, activity, planning, or personnel reports and records.
* Confer with parents and staff to discuss educational activities, policies, and student behavioral issues.

Planning & Scheduling

* Determine the scope of educational program offerings, and prepare drafts of course schedules and descriptions to estimate staffing and facility requirements.
* Determine allocations of funds for staff, supplies, materials, and equipment, and authorize purchases. With the support of Finance staff, prepare and submit budget plan and recommendations.

Public Relations and Community Outreach

* Represent EBCS in Association of Northern California Chinese Schools and community activities (e.g., annual Oakland Chinatown street fair)
* Maintain and cultivate relationship with host school and related educational community (e.g., Oakland Unified School District)

**Required Skills/Experience:**

* Able to communicate in Chinese and English, written and spoken.
* Prior people and project management experience to demonstrate the needed organizational skills and the ability to manage one's own time and the time of others and resource allocation.
* Three to five years of successful administrative and/or leadership experience at the K-8 level.
* Proficiency with Microsoft Office Suite.

**Compensation:**

Depends On Experience