



# 瑞谷中文學校

## RARITAN VALLEY CHINESE SCHOOL

### RARITAN VALLEY CHINESE SCHOOL ADMINISTRATIVE STAFF POSITIONS

The following is a list of our school's main administrative positions, and the recommended qualifications and main responsibilities for those positions.

These descriptions are meant to give you a general description of what the position does and the approximate time commitment needed -- but the best way to learn more about any positions you may be interested in filling is to speak to the people who are currently donating their time, talent and dedication to keep our school functioning.

#### Principal

##### Recommended Qualifications

Candidate has served as Vice-Principal.

##### Main Responsibilities

- Coordinates and leads RVCS Administrative Staff meetings and General meetings
- Creates weekly Yahoo Group email communication
- Acts as the RVCS liaison to other Chinese schools, the Chinese Cultural organizations, and the general community
- Acts as a representative of RVCS at various events and activities, including the Interschool Speech Contest, Somerset county diversity award dinner, Confucius Birthday Celebration ceremony, double 10<sup>th</sup> parade, 4H fair, CACA meetings, Association of NJ Chinese School meetings, ...
- Respond e-mails to all inquiries about RVCS

Estimated Time Commitment: 2 to 6 hours per week

## **Vice Principal**

### Recommended Qualifications

Candidate has held other administrative positions and/or has applicable knowledge of the RVCS administrative and educational structure.

### Main Responsibilities

- Attends RVCS Administrative Staff meetings and General meetings
- Coordinates and schedules Parent-On-Duty
- Assists Principal and/or serves as delegate for Principal
- Serves as main coordinator for New Year Party and Year End Field Day Party
- Assumes CACA Summer Camp job assignments and plays host to Summer Camp teachers
- Assists other Administrative Staff
- Assists and participates in RVCS school affairs and activities

Estimated Time Commitment: 1 to 4 hours per week

## **Dean**

### Recommended Qualifications

Candidate preferably has previously served as Assistant Dean -- or has held other administrative positions and/or has applicable knowledge of the RVCS administrative and educational structure.

### Main Responsibilities

- Attends RVCS Administrative Staff meetings and General meetings, records attendance at meetings, and prepares meeting minutes
- Procures, stores and distributes textbooks and other educational materials and supplies, writing books, school stationery, and award and trophies
- Coordinates and works with the teaching staff and Principal in preparing curriculum and assignments

- Acts as the liaison between parents and teachers.
- Answers student-related questions
- Substitutes for Principal and/or Vice-Principal during their absence.
- Administers delegated RVCS activities
- Coordinates Parent-Teacher Conferences
- Coordinates Perfect Attendance and Academic Award at end of the year.
- Coordinates and organizes annual Writing Contest
- Nominates candidates for Teacher's Merit and CACA Best Teachers awards

Estimated Time Commitment: 1 to 4 hours per week

### **Assistant Dean**

#### Recommended Qualifications

Candidate has held other administrative positions or has applicable knowledge of the RVCS administrative and educational structure.

#### Main Responsibilities

- Attend Administrative Staff meetings and General RVCS meetings
- Assists Dean in his/her Main Responsibilities

Estimated Time Commitment: 1 to 3 hours per week

### **Information Administrator**

#### Recommended Qualifications

Candidate is able to fluently speak, read and write Mandarin Chinese and English, and has knowledge of Microsoft Office Tools and some IT skills

#### Main Responsibilities

- Attend RVCS Administrative Staff meetings and General Meetings
- Creates and maintains RVCS website

- Administers RVCS Yahoo group
- Edits and publishes quarterly school newsletter
- Edits and publishes RVCS school directory
- Prepares New Year's Party registration forms, flyers and menus

Estimated Time Commitment: Approximately 1 to 2 hours per week typically; but approximately 3 to 5 hours per week when working on directory, advertisements, forms and flyers for New Year's Party (once per year), and school newsletter (4 times a year)

### **Assistant Information Administrator**

#### Recommended Qualifications

Candidate is able to fluently speak, read and write Mandarin Chinese and English, and has some IT skills

#### Main Responsibilities

- Attend Administrative Staff meetings and General RVCS meetings
- Assists Information Administrator

Estimated Time Commitment: 1 to 2 hours per week

### **Treasurer**

#### Recommended Qualifications

Candidate has financial and/or accounting ideas or skills  
Know/Speak English. Mandarin Chinese helps.

#### Main Responsibilities

- Attend Administrative Staff meetings and General RVCS meetings
- Manage finances of RVCS and handles payroll

Estimated Time Commitment: 1 to 2 hours per week

### **General Administrator**

### Recommended Qualifications

Know/Speak English. Mandarin Chinese helps.

### Main Responsibilities

- Attend Administrative Staff meetings and General RVCS meetings
- Manage coupon exchange for students
- Plan and execute social events, such as for teacher appreciation

Estimated Time Commitment: 0 to 4 hours per month

## **Culture Administrator**

### Recommended Qualifications

Know/Speak English. Mandarin Chinese helps.

### Main Responsibilities

- Attend RVCS Administrative Staff meetings and General meetings
- Organizes the new parents orientation
- Attends CACA Speech Contest preparation meetings
- Coordinates RVCS intra-school Speech Contest in Fall semester
- Helps RVCS New Year Party decoration and poster exhibitions
- Coordinates RVCC International Fair in Spring semester

Estimated Time Commitment: 0 to 4 hours per month

## **Librarian**

### Recommended Qualifications

Know/Speak English. Mandarin Chinese helps.

### Main Responsibilities

- Attend Administrative Staff meetings and General RVCS meetings
- Maintain, organize, and distribute the books

Estimated Time Commitment: 0 to 2 hours per month

### **Recreation Administrator**

#### Recommended Qualifications

Know/Speak English. Mandarin Chinese helps.

#### Main Responsibilities

- Attend Administrative Staff meetings and General RVCS meetings
- Organize activities outside of the general school times.

Estimated Time Commitment: 0 to 4 hours per month

### **4H Leader**

#### Recommended Qualifications

Know/Speak English. Mandarin Chinese helps.

#### Main Responsibilities

- Attend RVCS Administrative Staff meetings and General meetings
- Acts as the liaison between RVCS and 4H
- Signs up new families for 4H membership
- Record student volunteer hours
- Organize 4-H Fair booth: set up and take down, activities, displays
- Assist with RVCS 4H Club Council Guidelines
- Organize RVCS 4H Club Council activities
- Organize Christmas wreathes pick up and distribution

Estimated Time Commitment: 1 to 3 hours per week

## **Assistant 4H Leader**

### Recommended Qualifications

Know/Speak English. Mandarin Chinese helps.

### Main Responsibilities

- Attend RVCS Administrative Staff meetings and General meetings
- Assists 4H Leader
- Signs up new families for 4H membership
- Record student volunteer hours
- Assist with 4-H Fair: set up and take down, activities, displays
- Assist with RVCS 4H Club Council Guidelines
- Assist with RVCS 4H Club Council activities
- Assist with Christmas wreathes pick up and distribution

Estimated Time Commitment: 1 to 3 hours per week

## **PTO Coordinator**

### Recommended Qualifications

Know/Speak English. Mandarin Chinese helps.

### Main Responsibilities

- Makes phone calls to provide information (such as snow days, parents meetings or emergency events) to class contacts
- Coordinates with Parents-On-Duty
- Acts as liaison between parents and teachers
- Attend RVCS Administrative Staff meetings and General meetings

Estimated Time Commitment: 0 to 2 hours a month

### **Adult Activity Committee**

#### Recommended Qualifications

Know/Speak English. Mandarin Chinese helps.

#### Main Responsibilities

- Attend Administrative Staff meetings and General RVCS meetings
- Organize programs for adults during class times or outside of general school times.

Estimated Time Commitment: 0 to 2 hours a month

### **Fund Raising Coordinator**

#### Recommended Qualifications

Know/Speak English. Mandarin Chinese helps.

This position could coordinate our existing fundraising activities and organize new fundraising opportunities.

### **Dim Sum, Bo Hai Buns & Dumplings**

#### Main Responsibilities

- Distributes order forms, collects funds, and places orders
- Helps to set up food delivery
- Manages the funds with the Treasurer
- Attend Administrative Staff meetings and General RVCS meetings

Estimated Time Commitment: 1 to 2 hours a month

### **Shoprite Gift Card**

#### Main Responsibilities

- Distributes gift cards to buyers

- Acts as liaison between Shoprite and RVCS
- Manages the funds with the Treasurer

Estimated Time Commitment: 1 to 3 hours a year

## **New Year Party Committee**

### Recommended Qualifications

Know/Speak English. Mandarin Chinese helps.

### Main Responsibilities

- Coordinate MC & scripts
- Coordinate class programs
- Coordinate new year POD duties
- Coordinate stereo and video system
- Coordinate food & drink
- Coordinate practice & rehearsal

Estimated Time Commitment:

Starting from December till new year party finished:

estimated 2 hours per week for preparation; variable time right before NYP

## **Website Committee**

### Recommended Qualifications

Know/Speak English. Not all members need to know Mandarin Chinese.

### Main Responsibilities

- Maintain and update the NJRVCS.org website

Estimated Time Commitment: 0 to 1 hour a week

## **Other Staff Positions**

### **Culture & Art Committee**

### **RVCS Family Alumni Club**