

康华中文学校教学管理人员工作条例**The Officer Manual for the Connecticut Chinese Language Academy**

1. 康华中文学校教学管理委员会由各部教学管理负责人员组成。任期一年，可连任。

The Connecticut Chinese Language Academy Committee consists of officers who are the leaders of several groups responsible for teaching and administration. The serving term for each officer is one year, and multiple terms are allowed.

2. 每位管理负责人员在任职期间有义务且应按时出席校方召集的教学及管理工作会议。尽量避免缺席，不迟到早退。如有事不能参加，应事先请假。

Each officer is responsible for attending all meetings called by the Academy on teaching and administration. Please make every effort to attend meetings on time and stay for the entire meeting. Please notify the committee in advance for any absence.

3. 如有重大决议需投票决定，遵守少数服从多数的原则。

When a major decision and resolution is made by a vote, please respect and abide by the decision made by voting.

4. 要服从值班安排, 认真做好值班工作。

Officers on duty should be responsible for their assignments.

5. 对自己所掌握的学生和他们的家庭信息要予以保密，不得随意泄露个人隐私。

Officers must respect the privacy of students and may not disclose any information on students and their families.

6. 不能随意在公开场合发表未经学校讨论通过的教学管理规定和各项政策。

Officers should refrain from discussing any school policies in public before they were discussed by the school.

7. 不能随意发表与学校的各项制度和政策相左的个人的观点，以免给学生及家长造成混乱。

To avoid confusion and misunderstandings among students and parents, officers should not express their personal opinions that contradict school policies.

8. 积极主动参与学校和 CCC 的各项活动，并鼓励家长做义工。

Officers should actively participate in CCC and Academy activities and set examples that encourage parents for volunteering work.

9. 互谅互让, 顾全大局, 建立团结互助的团队 工作精神。培养勇于承担责任的领导技能。

Officers are encouraged to mutual understanding and teamwork spirit. They are expected to be cooperative and responsible, to foster their leadership skills.

10. 由于许多工作信息是用电子邮件传递, 各部管理负责人员应养成勤查电邮的习惯, 需要电邮投票时应尽快做出回应, 阐明自己的观点。

Due to the fact that most committee communication is by e-mail, officers should check their e-mails regularly and provide prompt feedbacks.

11. 各部门的工作如有重大进展及变化应及时向校长及其他有关管理人员通报。

Officers are responsible for updating directors and the committee on major issues, information, and projects within their groups.

12. 作为康华中文学校的管理人员, 有义务为管理层发现及推荐有能力的管理人员, 从而把实验班办的更好。

Connecticut Chinese Language Academy officers are encouraged to recommend people with passion and capability to work for the enhancement of Connecticut Chinese Language Academy.