

**Job Title:****Connecticut Chinese Language Academy (CCLA) Provost****Job Description:**

Connecticut Chinese Language Academy (CCLA) is seeking a Provost. The successful candidate will work collaboratively with the Principal, Chinese Culture Center (CCC) Education Committee, CCLA Administration Team, teachers, parents, students, and community members to promote the educational development and enhance Chinese culture of each student. The candidate will work closely with the Principal to oversee the Chinese language teaching curriculum and the quality of Chinese language teaching, and assist the Principal in fostering good relationship between the school and parents, and in establishing and maintaining relationship with other Chinese schools in Connecticut and nationwide.

**Job Duties:**

1. Text Book Evaluation and Selection:
  - a. Evaluate current text books for CHL and CFL programs; collect feedbacks from parents and students; make recommendation for text books.
  - b. Plan transition and define procedures to switch to new text books at grade level.
  
2. Chinese Language Teaching Quality Management
  - a. Maintain current teacher, substitute teacher and teacher candidate profiles. Work with the principal and campus directors to ensure adequate teacher resource and high quality.
  - b. Organize volunteer parents into a functional and coherent auditing committee; perform class audit and evaluation activities. Collect responses and feedback through formal and informal channels. Promote three-way communications between teachers, parents and students.
  - c. Analyze collected feedback information; compose an interim report for teachers and a year-end review document on each teacher to the school management.
  - d. Design and improve teacher training programs; organize teacher training activities at a minimum of two times a year; seek resources and means to provide teacher training; maintain and enhance peer knowledge exchange network.
  
3. Public Relations
  - a. Represent the school to work closely with the other CT Chinese schools; exchange knowledge and experience to aid the CCLA curriculum development and teacher quality improvement.
  - b. Seek opportunities to connect with other Chinese schools nationwide; increase CCLA's publicity, improve its influence on Chinese language teaching; seek resources and means for knowledge sharing and school management improvement.

**Requirement:**

- B.S degree or higher or equivalent educational experience
- Familiar with teaching environment
- Excellent interpersonal and communication skills, verbal and oral
- Good computer skills, MS Word, Excel, and Power Point
- Motivated, responsive self starter.

**Incentive:** Vary by experience level and qualification

**Contact Information:**

CCC Education Committee

E-mail resume to: [hr@ccc-ct.org](mailto:hr@ccc-ct.org)

**Equal Opportunity Employer**

Chinese Culture Center is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender, sexual orientation, martial/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation or disability, as defined and required by state and federal laws.