

# 康华中文学校教师工作条例

## Connecticut Chinese Language Academy Teachers Manual

2013-2014

1. 教师应积极主动地领会并正确理解学校的办学宗旨和教学目标。根据教学大纲和配套教学指南认真组织教学内容，实施生动有效的教学手段，调动学生学习中文的积极性。  
Teachers are expected to learn and understand the CCLA's mission and educational goals, to follow the curricula and teaching guidelines of the textbooks selected. Teachers should use interesting and effective teaching techniques to motivate the students.
2. 教师应主动地提高教学质量和技巧，积极与其他教师交流教学经验。加强与学生及家长之间的沟通，以取得他们的全力配合和帮助。  
Teachers should continually improve the quality and techniques of their teaching, exchange ideas with fellow teachers, improve their communication with students and their parents to gain the support and involvement of the families.
3. 教师必须在每学年开课两个星期前完成一份与教学大纲一致并经学校同意的教学计划。为帮助家长与教师同步，开学后 1-2 周，组织本班家长会，向家长们介绍教学大纲和教学计划及要求，便于家长辅导自己的孩子。  
Teachers are to prepare an annual teaching plan in line with the guidelines of their curriculum. The annual teaching plan should be submitted to the school administration for approval **two weeks prior to the start of the school year**. A parent-meeting should be held within one to two weeks after the school starts where teachers can communicate their teaching plans, homework expectations, etc. so that parents can help their children.
4. 教师在开学的第一天给学生们讲解“CCSU 教室使用规则”。教师有责任提醒和阻止家长或学生使用教室内的教学设备，如计算机，投影仪，等等。教师须和家长及学生合作，保持教室的整洁。每次上完课，须把教室恢复原样。  
Teachers must read and explain the “CCSU Campus Usage Policy” to students on the first day of each school year. Teachers are to remind or stop parents and students from using the equipment in the classrooms such as computers or slide projectors. Teachers are to work with the parents and students to keep the classrooms clean and tidy. The classrooms must be returned to their original condition after using.
5. 教师应通过如下努力保证教学效果：a) 与家长和校方的有效通讯和交流；b) 良好的课堂秩序的建立；c) 熟练掌握学生的情况；d) 发现问题及时解决。  
Teachers are expected to achieve the following: a) Maintain effective communication with the school and parents; b) Establish a classroom environment conducive to learning; c) Be familiar with the students' learning abilities; d) Resolve issues on a timely basis
6. 教师应提前 15 分钟到教室，做好上课前的准备工作，不能提前下课。  
Teachers should be in their class 15 minutes before class to make preparations.  
Classes should not be dismissed ahead of schedule.
7. 教师要统计学生的出勤情况，对迟到三次以上的学生，教师有责任报告校方，由校方帮助与家长联系，讨论改进策略，提出改进建议或警告。  
Teachers should keep a student attendance record and should report to the school administration when a student becomes late or absent for more than three times. The school will communicate with the

parents to revolve any issues.

8. 每一个周期结束和新周期开始时，召集一次家长会，对教学计划的进展及各位学生的学习情况与家长进行交流。

A parent-meeting should be held at the beginning and end of each semester to keep the parents informed of the progress of the programs and the students' academic performance.

9. 如有发现本班某个学生的中文程度不适合跟班学习，请向校方报告。由校方对该生进行测试，决定去向。教师应与校方配合以妥善安排学生转班或插班，以便最大限度适合学生学习。

In case of an individual student having difficulty following the class, the teacher is expected to report this to the school administration. The administration will evaluate the student and determine the level of the class to which the student will be assigned. Teachers are expected to cooperate fully with the school in student transfers or additions to make sure that students learn at the most appropriate level.

10. 教师因故不能上课，应提前两星期通知校方。如有紧急或临时情况，也应当尽早通知校方，以便有充分时间安排代课老师。教师不应该自己找代课老师并且不通知校方。

Teachers are to notify the school administration two weeks in advance for absences and as soon as possible in case of emergencies, so that a substitute teacher can be arranged. Teachers should not find his/her own sub-teacher and not inform the school.

11. 教师经培训上岗，每年由学校考核聘任。经考察，如有教师不能达到教学要求，校方有权终止与该教师的工作合同。

The school provides training to teachers, evaluates and hires qualified teachers on school-year basis. The school is entitled to terminate the employment should the teacher is deemed unqualified upon the school's evaluation.

12. 教师在一年的任职期间，必须积极参加学校所组织的培训，讲座，学习，以及教师会议。累计时间不能低于8小时。积极提出更有效的建议以促进教学交流。

Teachers are expected to actively participate in school organized teacher trainings, seminars and teacher meetings. The cumulative hours for such activities should be no less than 8 hours during any school year.

13. 教师在每一个阶段考试后，要交一个书面报告给校方。书面报告包括学生的考试成绩，学生出勤率，迟到率，平时作业成绩，课堂参与情况和老师给予的评语，以此作为每年向学生发放结业证书的依据。

Teachers should submit a written report to the school administration after the final exams of each semester. The report should include the students' exam results, days of absent, days of tardy, homework assessment, classroom participation and other notes and comments. These reports will serve as the basis for granting students their graduation certificates.

14. 教师上课所用教材由校方提供。每位教师领书时需签名。学期结束时，将教材交还学校。如有遗失教材，或所还教材不全，教师需照价赔偿。

The school will provide the textbooks to the teachers. Each teacher must sign out the textbook and other teaching materials at the beginning of the school year and return of the textbooks and other teaching materials at the end of the school year. In case of lost textbook and teaching material, or missing parts of the materials, the teacher will bear the full financial responsibility.

15. 学校每学期都为教师提供教学用品和文具。如教师有特殊需要，须与学校和家长代表协商解决。不能乱收费。

Teachers will be provided with teaching supplies by the school every year. Should special needs occur teachers should discuss with the school and parent representatives. No extra fees are to be collected from students.

16. 学校在一些特别节日会组织全校性的活动，教师应积极参加并献计献策，把活动搞得更加丰富多彩。  
The school arranges school-wide activities for certain holidays. Teachers are expected to participate and make suggestions to make such activities more fun and meaningful.
17. 教师是否在下一学年继续应聘，应在该学年结束前六周通知校方。如有临时变动，应尽快通知校方。  
Teacher's wishing to continue teaching in the next school year should notify the school six weeks before the end of the school year, or as soon as possible if there are unexpected changes to their situation.
18. 有自营生意的教师不得在课堂上向学生推销或广告其产品。  
Teachers engaged in private businesses are not permitted to promote their own business.
19. 校方一般不会把老师自己的孩子安排到他/她的班上教。有特殊情况时，须由校长酌情按如下原则批准：  
(1) 老师将同等对待自己的孩子和班上别的孩子，(2) 老师自己的孩子完全不会对老师的教学产生负面影响。  
A teacher, in general, is not advised to teach his/her own child(ren) in his/her class. Exceptions can be made upon approval from the CCLA principal with the following guidelines: (1) The teacher's child will be treated equally as other students; (2) The teacher's child will not have any negative impact on the teacher's teaching.