



The Guideline for JCA Chinese School Instructors **中文学校教师准则**

Approved on 8/23/2009

The JCA Chinese School is a non-profit, non-political and non-religious school that is committed to the delivery of exceptional Chinese education in Jacksonville community. Ensuring the education quality is the key to survival and success of the JCA Chinese School. Thus the guideline is intended to demonstrate the breadth, scope and type of qualifications, responsibilities, rights and benefits that come along with the positions of instructors at the JCA Chinese School.

Qualification:

1. Teachers should hold minimal bachelor's degree or equivalent.
2. Teachers are enthusiastic about teaching Chinese and have the passion to promote Chinese culture.
3. Those with previous oversea teaching experienced are preferred
4. Teachers should be native Chinese speaker, and fluent in both Chinese (Mandarin, simplified) and English
5. Legally working status in the US.

Responsibility:

1. Being on time is a basic work ethic of a teacher. It is unacceptable for students to wait for late arriving teachers. Three late arrivals per semester result in penalty of fifty dollars (\$50), five late arrivals per semester result in automatic resignation.
2. Teachers are required to take attendance for each class. For students who miss classes for two consecutive times, teachers should follow up and document the reasons. Teachers are required to turn in attendance sheet at the end of semester.

3. Teachers should help to recruit and retain students and offer high quality classroom education. For a class above 10 students, a dropout rate greater than 50% at the end of the semester requires a written explanation to the school management team.
4. Teachers can take three unpaid leave with prior approval per semester. Two weeks notice is required in general in order to arrange substitute teachers.
5. There will be two training sessions each semester. It is mandatory for teachers to attend the training sessions. Failure to attend without prior excuse may result in disqualification for the position.
6. Excellence in teaching is in large part evidenced by a record of good feedback from the parents and students. Thus, the school will launch the evaluation program. Parents and students are invited to fill in an evaluation anonymously at the end of the semester. Strong negative feedbacks may indicate possible disqualification for the position.

Right:

1. The hiring is determined by the JCA Chinese School management team and is on yearly basis. Renewal or discontinuation will be determined by the management team. Teachers have the right to resign with one month notice in advance.
2. Current payment to each 2-hour class is fifty dollars (\$50).
3. Teachers will have free teaching material purchased by the JCA Chinese School.
4. Teacher who won “Teacher of the Year”, which is based on the teaching evaluation, principal evaluation and provost evaluation, will be awarded one hundred dollars (\$100) at the end of the school year.
5. Teachers have the freedom to develop their own classroom activities.

Benefits:

1. Teaching experience at the JCA Chinese School is beneficial for potential full time and part-time Chinese teaching opportunities at local schools. Therefore, the school will provide reference letters as needed.
2. Teachers enjoy tuition waiver for one of their kids.
3. Teachers enjoy free training sessions organized by the JCA Chinese School.