

休斯顿华夏中文学校

HUA XIA CHINESE SCHOOL



华夏中文学校是休斯顿最大的中文学校，具有近30年办学历史。目前学校在大休斯顿地区有五个校区，2700多在册学生，近200名教职员工。因现任总校长即将卸任退休，特向社会诚征总校长人选。候选人必须具备大学本科或更高的学历，拥有卓越的领导管理能力和出众的人际交流能力，中英双语流利，热心教育和公益事业。具有教学和教育管理经验的专业人士将更受欢迎。详细的职位描述请访问学校网页，www.houstonhuaxia.org。

有意竞聘的专业人士，请将简历发至 Julie.zhu@houstonhuaxia.org



总校长

Search for General Principal

Hua Xia Chinese School (HXCS), the largest Chinese School in the Greater Houston Area, is currently seeking a strong General Principal to succeed the incumbent who is retiring in 2020. With nearly 30 years of history, HXCS has five campuses in the Greater Houston Area and a total enrollment of over 2700 students and nearly 200 teachers and staff members. The viable candidate must have a bachelor's degree or higher educational credential, strong leadership and management capability, excellent interpersonal and communication skills, and be fluent in both Chinese and English. Other desirable traits of the candidate also include a passion for education, and willingness to work for the best interest of the community. Candidates with experience in teaching and educational administration are most welcome. To learn more about the position and HXCS, please visit www.houstonhuaxia.org, where a detailed job description is posted.

Candidates with a genuine interest should send resume to Julie.zhu@houstonhuaxia.org.

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HUA XIA CHINESE SCHOOL POSITION DESCRIPTION

Position Title: General Principal

Supervisor: Chairperson, Board of Directors

Purpose of Position:

The General Principal is the chief executive officer and primary administrator of Hua Xia Chinese School (HXCS). The General Principal is responsible for planning, budgeting and managing the operations of the main campus and all branch locations, operating units, and educational programs and services. Accountable to the Chairperson and the Board of Directors, the General Principal leads a team of Associate Principals, program directors and staff members to advance the School's mission, ensuring that the educational services are of excellent quality; that the operational practices comply with relevant laws, regulations, and accreditation standards; and that the Board-approved financial goals are achieved and the School is financially sustainable for growth and development.

Key Duties and Responsibilities:

- Embrace the core values of Hua Xia Chinese School (HXCS) to ensure that the School's programs and operations contribute to the accomplishment of HXCS's mission.
- Build a strong team of campus and program leaders, teachers, and staff to lead, manage, and provide educational services within the scope of the School's mission and goals.
- Plan, budget and manage operational revenues and expenses to achieve cost effectiveness and gain surplus for sustained growth and development.
- Create and maintain a safe, secure, clean, and orderly environment that is conducive to teaching and learning.
- Lead the team of associate principals and program directors in developing, updating, and revising programs and curricula to meet the needs and demands of the communities where HXCS currently operates.
- Empower the associate principals and program directors in developing courses for both schoolaged children and adults in arts, cultures, talent development, and academic enrichment-areas to enrich learning opportunities and maximize revenue generation.
- Establish a strong and effective human resources management and talent acquisition system to attract talented teachers and staff to HXCS.
- Organize training and professional development activities for teachers to ensure that they empower and engage students in the learning process and enable them to reach their potentials.
- Evaluate regularly HXCS's information technology infrastructure to ensure that technological resources are sufficient to support the instructional and administrative needs across all campus locations and operational units.
- Inspire and motivate teachers and staff to ensure that they exhibit HXCS's core values and provide excellent services to students and parents.
- Coordinate with leader(s) of Parent Association to organize various activities to engage parents in providing input on the key operation aspects of the school.

- Conduct student evaluations of courses and teachers and parent satisfaction surveys to gain input and feedback from stakeholders such as students and parents.
- Network with community leaders to seek input and feedback from them and engage them as partnering stakeholders for HXCS.
- Represent HXCS in participating in local community activities and in leading such activities where appropriate and necessary.
- Assess local community needs in the Greater Houston Areas to identify potential opportunities for additional branch campus and/or new programs and courses.
- Ensure that HXCS's campus facilities are well maintained and efficiently utilized for maximum return on investment.
- Promote HXCS in the local communities and market its educational services to maximize enrollments at all campus locations and operational units.
- Review, revise, and develop operational policies and procedures that are necessary to ensure systematic, consistent, effective, and compliant operations across all campuses and operational units.
- Ensure that the operations at all campus locations comply with local, state, and federal laws and regulations and adhere to any applicable licensure requirements and accreditation standards.
- Perform other School-related tasks assigned by the Chairperson of the Board or as the situation dictates.

Position Requirements:

- Hold at minimum a Bachelor's degree from a university in the U.S. or other countries; Master's and Doctoral credentials are highly desirable.
- Have at least three years of teaching and management experience in a school or other educational organization.
- Proficient in using a computer and the typical business-related software applications such as MS Word, Excel, and Power Point.
- Strong interpersonal and communication skills.
- Fluent in both Chinese and English.

The above statements are intended to describe the general nature and level of work being performed by personnel assigned this position. It is not an all-inclusive list of duties and responsibilities associated with this job. Deviation from regular duties may be necessary to accomplish a particular task or work project in other areas.

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