



Duties and Responsibilities of ACLS Admin Team 2014 - 2015 School Year

Each ACLS admin member is required to comply with all laws and ACLS policies, shall perform all and any duties set forth below, and is expected to devote as much time, attention and energy necessary to complete or achieve the following responsibilities.

Additionally each ACLS admin member is required to report to duty on time, be present while school is in session from 2:00 – 5:00pm, and inform the Principal or Vice Principal if he/she could not attend school, or would need to perform his/her duties in venues other than the admin office.

Principal

1. Act as the spokesman for ACLS for any school related issues,
2. Manage/coordinate school operation and any other issues may arise during the school year, report to the board,
3. Prepare budget for each semester, and present to the board for approval,
4. Manage the administration team for school operation and conduct semester-end evaluation of all admin members,
5. Facilitate the relationship with Acton-Boxborough School District, Acton-Boxborough Community Education, R.J Grey Junior High School, Regional High School, Recreation Department of the Town of Acton, Acton-Boxborough Culture Council, local organizations and business entities, and organizations in Greater Boston area.

Vice Principal

1. Assist Principal in manage/coordinate the school operation,
2. Oversee admin member attendance and room auditing,
3. Coordinate with Parent Council and FCC parents organization,
4. Coordinate with the Deans on all academic issues,
5. Coordinate with the Director of Security on safety and emergency management,
6. Assist in processing all other issues that may arise related to school running.

Principal Assistant

1. Manage with all (high school) volunteer activities, including maintaining attendance record, timesheet record, providing orientation trainings and facilitate teacher-volunteers communications etc.

2. Perform a weekly walk-through and maintain volunteer attendance records. Distribute the records to Principals, Deans of Language Program, and Director of Culture Program **monthly**.
3. Provide assistance to Deans of Language Program, Director of Culture Program, and Director of General Service for school events (e.g., Teacher Appreciation Party, Teacher Refreshment, Year End Performance, etc.).
4. Lead the year end outing planning and execution.
5. Complete preliminary planning for the volunteer assignment for the upcoming school year.
6. Coordinate with General Service and oversee school assets/properties, including school assets and awards/gifts planning and purchase etc.
7. Provide assistance to the Language/Culture Deans as necessary.

Dean of Language Program

1. Develop curriculums for language classes, especially for CSL classes,
2. Organize and assist teachers in updating and completing teaching plans and teaching notes, keep website information up to date,
3. Supervise the implementation of teaching syllabus and teaching plans,
4. Interview and recruit candidates for teacher and teaching assistant (TA) positions, recommend teachers and TAs for language classes to principals,
5. Oversee new teachers orientation, train new teachers and new TAs up to speed in teaching appropriate classes,
6. Conduct classroom auditing at a regular basis, provide first hand information about language classes to the principals,
7. Develop and organize teachers training (internal or external) to improve teaching qualities,
8. Prepare budget plan for Language classes, inspect and approve all proper language class-related expenses,
9. Design and develop programs suitable for different grade-level to encourage Chinese Learning, e.g. writing, recitation, story-telling competitions.

Associate Dean of Language Program

1. Assist Dean in recruiting and interviewing teacher and TA candidates,
2. Coordinate with teaching group coordinators in arranging substitute teachers and TA,
3. Keep records of attendance sheet for teachers, TAs, and substitutes or backup teachers,
4. Continue to expand backup teachers group,
5. Coordinate and organize activities for teaching groups, such as year-end teachers party, students performance, etc,
6. Coordinate registration with Registrar for all language classes,
7. Coordinate with Web Team in file uploading, website updates,
8. Coordinating with General Service in purchasing text books, teaching materials and other teaching related items,
9. Assist Dean in other school operation issues.

Director of Culture Program

1. Develops curriculums for ACLS Cultural Programs,
2. Recruit, and interview candidates for instructor and TA positions, and recommend instructor and TA list to principals,
3. Prepare budget plan for Cultural Programs, inspect and approve all Cultural Programs-related expenses,
4. Keep records of attendance, and provide evaluations of instructors and TAs to principals,
5. Conduct classroom auditing at a regular basis to improve teaching qualities,
6. Coordinate student registration with Registrar for all Cultural Programs,
7. Assist Principal in other school operation issues.

Registrar

1. Prepare registration rules/policies and procedures based on admin decisions and submit to Web Team for posting,
2. Coordinate online registration and walk-in registration sessions with Dean and Web Team,
3. Generate student placement list for all classes to be posted on web and in school, and send to Parent Council,
4. Distribute separate student list to each teacher and instructor, and notify teachers and instructors of any updates on student list for all classes,
5. Adjust student headcount due to adding/dropping and/or withdrawal, and notify accounting staff for any refund to be issued,
6. Discover and notify families of students who have not paid their tuitions after 3 weeks in school,
7. Access database and verify database is up to date and records are correct,
8. Answer general questions and/or inquiries regarding registration issues.

Director of General Services

1. Purchase and distribute teaching materials, textbooks, souvenir gifts, etc.,
2. Supervises the usage of copy machines, projectors, CD players, etc.,
3. Maintain school lost and found,
4. Coordinate with Principal Assistant to oversee school assets/properties,
5. Assist Dean and Director of Culture Program in teacher activities,
6. Assist Principal and Dean in other school operation issues.

Treasurer

1. Maintain ACLS policies related to internal financial systems and procedures,
2. Interpret ACLS financial policies and provide procedural training for ACLS teachers and staff,
3. Oversee accounts payable and accounts receivable functions,

4. Perform monthly bank statement reconciliation and ensure that ACLS balance sheet accounts are accurately reconciled,
5. Perform payment function and maintain complete and accurate records of all personnel, such as W9-form,
6. Produce financial statements to the Board of Directors as required.
7. Assist Principal in budget preparation and other financial and insurance matters (1099 Forms, insurance premium, etc)
8. Serve as liaison for ACLS tax consultants to ensure the proper filing of financial documents with appropriate government agencies (tax returns) and provide documentation and schedules as required and field questions from auditors.

Accountant

1. Coordinate with Registrar to collect/process tuition payment, and apply tuition to the database,
2. Maintain the vendor and customer list and ensure all account payables are up-to-date
3. Coordinate with Treasurer to process all accounts payable and accounts receivable,
4. Coordinate with Treasurer to ensure all tuition checks are properly credited and deposited in a timely manner,
5. Coordinate with Treasurer to process reimbursement checks for teachers and staff in a timely manner,
6. Assist Principal and Dean to process expense reports.

Chief Editor, School Journal

1. Maintain and update ACLS Chronicles,
2. Edit and publish monthly School Journal,
3. Oversee print/copy center operation, and provide printing supplies,
4. Edit and publish ACLS event posters, flyers, program books, videos and pictures,
5. Coordinate with Dean to facilitate liaison with local libraries and foundations,
6. Assist Principal in reviewing and publishing ACLS documents.

Web Team

1. Manage ACLS information service infrastructure, including internal website and databases, and external Paypal, Facebook, and other social media accounts,
2. Troubleshoot and resolve system issues with minimum delay,
3. Coordinate with Dean and Registrar to administer school registration, Parent On Duty, and event portals for each semester,
4. Manage updates of school news, announcements, school journal, meeting minutes, policies, event/seminar videos, pictures, etc. in a timely manner,
5. Assist Principal to oversee access control to school contents, safeguard privacy and security of ACLS information, and protect ACLS intellectual properties,
6. Assist Treasurer in reconciliation of online transaction incomes into ACLS bank accounts,
7. Assist Principal in other school operation issues.

Director of Security

1. Assists principals in security policy & plan development and execution,
2. Manage ACLS Parent On Duty operation,
3. Oversee ACLS school daily security activities,
4. Coordinate with Registrar in registration via Parent On Duty status clearance support,
5. Coordinate and oversee ACLS major event (New Year, Year-End, etc.) security activities,
6. Assist Web Team in Parent On Duty database maintenance,
7. Assist Principal and Dean in other school operation issues.