

教师职责

1. 每学年制定教学计划并刊登到学校网页上。
2. 每学期在开学后三周内召开家长会，明确申明家长责任及学生纪律要求，并由家长选出家长代表。
3. 精心备课，认真教学，耐心回答学生提出的问题，批改学生作业，发现问题及时与家长和学校沟通。
4. 认真准备期中期末考试试卷，并尽可能为学生提供考试复习提纲。
5. 登记填写学生考勤和成绩单，期末发给学生及家长，经家长签字后交学校存档。
6. 了解学生兴趣爱好，结合美国的教育风格及中国的教育精华，激发学生的学中文热情。
7. 准时到校上课，提前 5-10 分钟到校做好上课准备工作。因故不能准时到校，需打电话通知校长。
8. 因事请假，应提前一星期通知校方，以便有充分的时间安排代课老师。
9. 若因故要求离职，至少提前四周通知校方以便及时更换老师。
10. 保持教室整洁，维持教室秩序。
11. 老师应尽量多参加学校安排的一切教学交流活动。

Teacher's Responsibilities

1. Prepare a teaching plan (syllabus) every school year and publish the teaching plan on school website.
2. Meet with parents in the first three weeks of the school year to review parent responsibilities and student conduct. Coordinate with parents to elect a room parent.
3. Prepare lessons carefully and approach teaching in a professional manner. Always respond to students' questions with patience. Supervise and review students' homework. Initiate communication with parents and school when problems occur.
4. Prepare mid-term and final exams. Provide necessary test preparation guidelines to students.
5. Maintain student attendance record and report card. Distribute report card to parents for signature and submit report cards to school for proper filing.
6. Pay special attention to students' interests and best utilize both Chinese and American teaching philosophies/styles to enhance student motivation to learn Chinese.
7. Arrive at school 5 to 10 minutes before the class begins. Teachers who are unable to arrive in school on time for unanticipated circumstances should initiate phone call to the school principal.
8. Teachers who anticipate one-day absence should notify school principal one week in advance, allowing the school administration to arrange substitution.
9. Resignation from current position during school year should be requested with a formal notification, written to school administration four weeks ahead of the last day of teaching.
10. Keep classroom clean and maintain class order.
11. Active Participation in teaching activities sponsored by the school.