



NORTHWEST CHINESE ACADEMY

西北中文书院

Principal Northwest Chinese Academy

Founded in 2008, Northwest Chinese Academy (NWCA) is a private non-profit school in the Portland, Oregon metropolitan area, offering full-time Mandarin Chinese Immersion from preschool through 5th grade. The Principal will lead early education, K-5, and middle school extension programs that challenge students to develop their full potential. NWCA is looking for a motivated educator to take the school to the next level.

Job Responsibilities:

- Supervise all school programs which include, but are not limited to academic, after-school, summer camp programs, and field trips; monitor grading systems and assessments; report to parents; and develop policies and standards of conduct
- Develop, revise, and update curriculum and textbooks
- Select and hire qualified and dedicated teachers, support staff, and administrators, who are committed to the school's mission
- Handle all matters regarding employment, including hiring and dismissal of all personnel; setting salaries; providing orientation and training; and maintaining and reviewing employee policies
- Oversee professional development, teacher observation and feedback, and assessing student progress in Mandarin and English
- Participate in marketing, recruitment, and retention of students
- Develop and maintain an open and supportive communication with students and families
- Work with and report to the board on matters related to, but not limited to, the school's policies and recommendations for change; participate in long-term strategic planning, attend meetings, and keep the board informed of school operations

Qualifications:

- Experience in leadership and management of schools
- Significant experience in immersion and elementary education
- The ability to ensure high standards for student achievement grounded in twenty-first century skills
- Passionate about students and education

Educating Today for Tomorrow's World

Comprehensive Mandarin Immersion School, Preschool - 5th Grade

www.nwchineseacademy.org | 503.546.3455

8565 SW Beaverton-Hillsdale Highway, Beaverton, OR 97225



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- Fluency in Mandarin Chinese, and English language proficiency to communicate with parents, community, and faculty
- Effective interpersonal and leadership skills; experience facilitating communications between divergent groups
- Evidence of building positive interdepartmental relationships and parent collaboration
- Experience managing school budgets and finances
- A leader who listens and supports the growth and development of staff, and can take the school to the next level

Education and Experience:

Masters in relevant area preferred, as well as administrative/management experience in education

Compensation and Benefits:

Salary will be commensurate with experience. Comprehensive benefits package offered.

Contact:

Interested applicants should submit a cover letter and resume to boardchair@nwchineseacademy.org

NWCA is committed to the principle of equal opportunity employment for all employees

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