

Position	Duties	Qualifications
<b>Principal</b>	<p>Manages and oversees the overall operation of MCS in compliance with school by-law, guidelines and policies.</p> <p>Represent the school in community affairs and maintains relationship with external agencies to obtain funds for MCS</p> <p>Holds school administration and staff meeting</p> <p>Communicate with parents through weekly parents letter and PTO meeting</p> <p>Acts as liaison to the MCS board</p> <p>Act as official signatory for MCS and co-signatory for bank accounts</p> <p>Ensure timely filing of government requirements and tax returns by working with school account and / or attorney as well as the renewal of insurance coverage</p> <p>Coordinates all MCS school events</p> <p>Coordinates MCS participation in annual principals conference with other schools</p> <p>Submits proposed budget to the MCS board</p> <p>Appoints election Committee members</p> <p>Ensure the turnover of all financial and non-financial records at the end of the school year to the new administration</p>	Willingness to devote personal time to ensure the continuation of Chinese Language teachings
<b>Vice Principal</b>	<p>Assists the Principal in his/her School functions</p> <p>Acts on behalf of the Principal in absence of the Principal during emergency situations or when designated by the Principal or the School Board</p>	Willingness to devote personal time to ensure the continuation of Chinese Language teachings
<b>Treasurer</b>	<p>Ensure all financial records are kept in good order and are documented</p> <p>Ensure all approved expenses are paid on a timely manner</p> <p>Use Quickbooks for book keeping to record all transactions</p> <p>Responsible for collection of money and forms of enrollment and other school event registrations</p> <p>Make deposits of cash and checks to the school bank account</p> <p>Prepare school budget to be approved by the School Board Members</p> <p>Generate financial statements and reports to be reviewed by the School Board at least once per semester and upon request by administrative staff</p> <p>Gather information and records for filings taxes to the IRS, NJ and other agencies as required – our school accountant, Alan Ng, will provide instructions</p> <p>Responsible for payroll to teachers and staff</p> <p>Attend staff meeting and participate to assist on the daily operations during school hours</p> <p>Responsible for weekly pickup of school mails at the Marlboro Post Office</p>	Familiarity with accounting and Quickbooks
<b>Secretary</b>	<p>Records and distributed and files the minutes for school administration and general meetings; obtains copies of school board minutes</p> <p>Maintains and files all MCS official records, tax returns, legal documents and insurance policy</p> <p>Distributes official school correspondence</p> <p>Prepares and maintains a mailing list for each school term</p> <p>Prepares the school announcements and mails to the parents, teachers and officers</p> <p>Coordinates with the Principal in retaining the official school correspondence</p> <p>Files the annual registration with State of NJ to maintain incorporation status</p> <p>Maintains originals of student registration forms</p> <p>Acts as alternate signatory when Vice Principal is not available</p> <p>Update school website as part of information and correspondence distribution</p> <p>Manage and maintain electronic documents of all official documents</p> <p>Prepares Mailings and Mail Merge to multiple recipients</p> <p>Maintains log book sign-in sheets</p> <p>Maintains attendance sign-in sheet for Administrative Staff</p>	Word and Excel Skills; Some computer knowledge

<b>PTO Director</b>	<p>Acts as liaison between MCS parents, teachers and staff administration.</p> <p>Setup and manage program enlisting volunteers to assist with school operational activities and special events.</p> <p>Preside at PTO Orientation and all PTO meetings.</p> <p>Manage Food Stand and Parent Activity programs, e.g. Basketball, Mommy &amp; Me.</p> <p>Identify new fundraising opportunities and establish realistic goals that balance financial need.</p> <p>Supervise all fund-generating programs.</p> <p>Ensure that funds are directed towards student-driven programs and related causes that MCS members understands and values.</p> <p>Oversee forms and money collection for school activity programs. Eg. Tennis Night, CNY videos, DCH auto purchases.</p> <p>Purchase and keep track of PTO supplies inventory.</p> <p>Attend summer meetings and frequent staff meetings throughout the school year.</p> <p>Assist the Treasurer in preparation of the PTO Budget.</p> <p>Work with the Principal to schedule guest speaker calendar and dates for the school year.</p> <p>Coordinate planning for annual year-end school picnic with Principal and Vice-Principal.</p> <p>Trains new officers to help with leadership transition at the end of term.</p> <p>Communicate the calendar to the Secretary and the School Webmaster.</p>	<p>Excellent public speaking and interpersonal communication skills, organized, and can motivate others.</p>
<b>Service Director</b>	<p>Coordinates the usage of the School Facility and property</p> <p>Keeps the school secure and safe</p> <p>Protects the school property</p> <p>Ensures the School is operating in good order</p> <p>Sets up tables for class line-up</p> <p>Coordinates with the School Custodian</p> <p>Rings the Bell for the start of school</p> <p>Responsible for storing and maintaining school property and materials</p>	
<b>Curriculum Director</b>	<p>Represents the Cantonese and Mandarin Teachers respectively</p> <p>Act as a Liaison between the teachers and the Staff and the Board</p> <p>Provides class placement for Students</p> <p>Work with Teachers on Curriculum</p> <p>Coordinates Awards and Trophy distribution</p> <p>Manages and acquires class materials</p>	<p>Organization and Interpersonal Skills</p>