

## School Staff Positions

Department	Title	# of Staff	Job Description	Volunteer timeline & hour
Principal's Office	Principal	1	<ul style="list-style-type: none"> <li>Communication between parents, teachers, all department directors, advisors, Leland High School principals/assistant principals, San Jose School District, ANCCS, Taiwan Culture Center</li> <li>Complete lease contract of Leland campus</li> <li>Oversee finance of the school, Sign Checks, approve expenses</li> <li>Oversee school activities and events</li> <li>Titles on the bank documents and government documents</li> <li>Conduct Board Meetings</li> <li>Attend ANCCS Board Meetings (on Sunday afternoon, 4/year, ~12hours)</li> </ul>	Throughout school year
	Vice Principal	1		Throughout school year
	Secretary	1	Take and publish four board meeting minutes.	8hrs/year
	Meeting Assistant	1	Online board/parent meeting monitoring and tracking	8hrs/year
	ANCCS Representative	1	<ul style="list-style-type: none"> <li>Attend four ANCCS Board meetings.</li> <li>Academic contest committee member.</li> <li>Understand Mandarin is a must.</li> </ul>	12hrs/year
	Newsletter Editor	1	Write and publish quarterly school newsletters	4hrs/year
	Service Point Coordinator	1	Manage volunteer service point system <ul style="list-style-type: none"> <li>List the volunteer opportunities periodically</li> <li>Track and validate volunteer hours</li> </ul>	1hr/week
	Snack Table Coordinator	2	Manage snack table including booth manning, inventory maintenance, customer service, and payment.	2hr/session/week

	Accountant	2	<ul style="list-style-type: none"> <li>• Manage all accounting transactions</li> <li>• Prepare budget forecasts</li> <li>• Manage balance sheets and profit/loss statements</li> <li>• Prepare and file tax returns</li> <li>• Reconcile accounts payable and receivable</li> <li>• Initial and manage Quickbooks accounting software</li> </ul>	Paid position throughout school year
	Fundraiser	2	<ul style="list-style-type: none"> <li>• Manage fundraising programs including donation, gift card purchase, and event support.</li> <li>• Maintain donor databases and records.</li> </ul>	
Academic	Director	1	<ul style="list-style-type: none"> <li>• Liaison between the school, teachers, and parents.</li> <li>• Manage class assignments, placement tests, and curriculum quality</li> <li>• Coordinate teacher meetings and training camps</li> <li>• Organize award ceremonies, graduation, and support the summer open house.</li> <li>• Oversee academic contests and train students for external contests like ANCCS.</li> <li>• Arrange teaching assistants (TAs) and manage the Homework Help Center.</li> <li>• Organize teacher appreciation banquet</li> <li>• Oversee registration process and student performance</li> </ul>	Throughout school year
	Associate Director	1	<ul style="list-style-type: none"> <li>• Manage Homework Assignment Center, Report Card, and Homework Center.</li> <li>• Conduct Academic Director's duties when he or she is not available.</li> <li>• Take minutes for Teachers' Meetings.</li> <li>• Assist Academic Director on all matters related</li> </ul>	Throughout school year

			to academic department.	
Academic	Registrar	2	<ul style="list-style-type: none"> <li>• Manage enrollment and registration process, including placement test coordination.</li> <li>• Maintain accurate student records</li> <li>• Communicate with parents and students on registration-related matters.</li> <li>• Collaborate with other departments, such as admissions, finance, and IT for smooth operations.</li> </ul>	Throughout school year
	Text/Workbook Coordinator	2	<ul style="list-style-type: none"> <li>• Responsible for text/workbook ordering.</li> <li>• Maintain inventory and manage distribution to students.</li> </ul>	<u>Before school starts:</u> 16-20 hrs/week  <u>After school starts:</u> 4hrs/week for 3 weeks & 2hrs/week throughout the school year
	Academic Contest Coordinator	1	<ul style="list-style-type: none"> <li>• Coordinate SJCS Academic Contest and ANCCS Academic Contest.</li> <li>• Collaborate with Academic Director on academic contests related matters.</li> </ul>	During academic contest time frame (Jan-Mar)
	Student Community Service Coordinator	1	<ul style="list-style-type: none"> <li>• Plan and organize community services such as teacher assistants and tutoring in the homework help center</li> <li>• Provide or arrange training and orientation sessions to prepare students for their community service roles and responsibilities.</li> <li>• Assess the effectiveness of community services</li> </ul>	Throughout the school year

			<ul style="list-style-type: none"> <li>for continuous improvement.</li> <li>• Maintain accurate records of student involvement, including hours served, accomplishment, and impact on the community</li> </ul>	
	Academic Department Assistant	2	<ul style="list-style-type: none"> <li>• Assist matters related to the academic department.</li> </ul>	Hours may vary
Operation	Director	1	<ul style="list-style-type: none"> <li>• Collaborating with school leadership and department heads to align projects and programs with SJCS's overall objectives and strategy.</li> <li>• Ensuring successful planning and execution of school events and activities, including Picture Day, Academic Contests, CNY Carnival, Teachers' Appreciation Banquet, Awards Ceremonies, and Graduation.</li> <li>• Engaging in fundraising activities for the school.</li> <li>• Managing budgets to align with the school's financial plan.</li> <li>• Addressing operational issues and handling ad-hoc tasks as required.</li> </ul>	3-4hrs/week
	Associate Director - Events	1	<ul style="list-style-type: none"> <li>• Assist in planning and organizing school events and activities, including CNY Carnival, Academic Contest, and Award &amp; Graduation Ceremony.</li> <li>• Manage school resources for events, including facilities, vendor coordination, and supplies.</li> <li>• Evaluate resource needs from vendors and suppliers and procure them as necessary.</li> <li>• Collaborate with relevant parties to maintain and prepare event spaces.</li> </ul>	2-3hrs/week

	Associate Director - Community Relations	1	<ul style="list-style-type: none"> <li>Leading marketing efforts to promote the school and increase engagement on the SJCS Facebook page and at local multicultural night events.</li> <li>Planning community engagement strategies to encourage stakeholder interaction.</li> <li>Managing inquiries from prospective parents, providing information, and ensuring a positive impression of the school.</li> <li>Evaluating and improving office setups, sourcing supplies, and procuring refreshments for Teachers' Meetings.</li> </ul>	2-3hrs/week
	Operation Assistant (Events & Tech Support)	1	<ul style="list-style-type: none"> <li>Assisting in coordinating and managing school events, including the CNY Carnival and Teachers' Appreciation events and banquet.</li> <li>Managing resources such as facilities, logistics, and AV arrangements for these events.</li> </ul>	1-2hrs/week
	Operation Assistant (Picture Day & Photography)	1	<ul style="list-style-type: none"> <li>Planning and organizing the annual School Picture Day, including coordinating the photo session, managing photo order printing, and overseeing distribution.</li> <li>Serving as an event photographer for various school events, including the CNY Carnival, 50th Anniversary celebration, Academic Contest, Teachers' Appreciation Banquet, and Graduation Ceremony.</li> </ul>	1-2hrs/week
	Operation Assistant (Award & Graduation Ceremony)	1	<ul style="list-style-type: none"> <li>Assisting in coordinating and managing the Academic Contest, Award, and Graduation Ceremony in collaboration with the Academic Department.</li> <li>Managing and procuring school resources for</li> </ul>	1-2hrs/week

			these events, including facilities, logistics, food and beverage, event materials, and supplies.	
IT	Director	1	<ul style="list-style-type: none"> <li>• School website update</li> <li>• School database management</li> <li>• Generate report card template for teachers</li> <li>• Computer software/hardware support</li> <li>• Maintain computer inventory</li> <li>• Familiar with google sheet or Excel</li> <li>• Javascript experience a plus</li> </ul>	
	Associate Director	1		
	Assistant	2		
Discipline	Director	1		
	Associate Director	1		
	Duty Coordinator	1		
	Assistant	2		
Extracurricular	Director	1	<ul style="list-style-type: none"> <li>• Assist teacher preparation for curriculum</li> <li>• Oversee registration process</li> <li>• Provide annual budget estimation</li> <li>• Event planning</li> </ul>	1-2hrs/week
	Associate Director	1	<ul style="list-style-type: none"> <li>• Manage registration process</li> <li>• Facility and classroom coordination</li> <li>• Track teacher/student attendance</li> <li>• Event coordination and execution</li> </ul>	30mins-1hr/week

## Event Coordinator Positions

Event	Title	# of Staff	Job Description	Volunteer timeline & hour
Academic Contest	Category Lead	7		
	Judge			
	Proctor			
	Event Day Helper			
CNY Carnival	Team Lead & Assistant - Logistics Arrangement	2	Plan and coordinate execution of: <ul style="list-style-type: none"> <li>• Installing event signage and banners.</li> <li>• Arranging logistics for booth fair, including table and chair set-up.</li> <li>• Managing hall seating arrangements.</li> <li>• Overseeing warehouse operations and maintaining event decoration supplies.</li> <li>• Implementing safety patrol and managing parking and traffic flow during events.</li> </ul>	30mins-1hr/week
	Team Lead & Assistant - Stage Management & Ceremony	2	Plan and coordinate execution of: <ul style="list-style-type: none"> <li>• Opening Ceremony and performances – students and external parties</li> <li>• Floor &amp; stage managers - Performance and stage event flow</li> <li>• Securing Emcee/Event Host for the ceremony and stage performances</li> <li>• Tokens of appreciation for VIPs and performers</li> <li>• Chaperone and hosting VIPs, Governance</li> </ul>	30mins-1hr/week

Event	Title	# of Staff	Job Description	Volunteer timeline & hour
			Dignitaries, invited guests	
	Team Lead - Sales	1	Plan and coordinate execution of: <ul style="list-style-type: none"> <li>Distribute and handle all coupons related matters before and during the event.</li> </ul>	30mins-1hr/week
	Team Lead & 2 Assistants - Booth Fair	3	Plan and coordinate execution of: <ul style="list-style-type: none"> <li>Set up Food, Games, and Art &amp; Craft booths with respective classes &amp; helpers</li> <li>Sourcing vendors and suppliers for products and services to be sold at the booth fair</li> <li>Provide and managing booths supplies and equipment</li> <li>Tracking records of booth fair sales activities</li> </ul>	30mins-1hr/week
	Team Lead - Technical support	1	Plan and coordinate execution of: <ul style="list-style-type: none"> <li>Securing sources and setting up audio visual equipment, PA systems and stage lighting</li> <li>Managing audio visual and PA equipment for speeches, presentations/videos and stage performances</li> <li>Setting up stage backdrop and projector screens (if any)</li> </ul>	30mins-1hr/week
	Team Lead & Assistant - Sponsorship	2	Plan and coordinate execution of: <ul style="list-style-type: none"> <li>Looking for possible sponsorship and collaborators for cash, products and</li> </ul>	30mins-1hr/week



Event	Title	# of Staff	Job Description	Volunteer timeline & hour
			<ul style="list-style-type: none"> <li>merchandise donations</li> <li>Sponsors management and recognitions</li> <li>Silent Auction related matters, such as setting online auction</li> <li>Promote and create awareness for Silent Auction before and during the event</li> <li>Managing Silent Auction bidding process</li> </ul>	
	Event Day Helper	20	<ul style="list-style-type: none"> <li>Ensure smooth and effective execution of the CNY Carnival, assisting with event day setup, maintaining cleanliness throughout the event, managing Food, Games and Art &amp; Crafts booths during Carnival Fairs, and/or acting as an Event Runner across multiple portfolios.</li> </ul>	1hr/session
	Office Assistant	1	<ul style="list-style-type: none"> <li>Printing and photocopying school and events materials, i.e flyers, posters, event booklets, promotional materials, etc</li> <li>Assist in preparing and formatting event-related documents</li> <li>Coordinate the assembly of goodies bags or event swag bags</li> </ul>	1hr/week
Picture Day	Event Day Helper	2	<ul style="list-style-type: none"> <li>Ensure smooth and effective execution of our annual picture day event. Assist students in forming lines or groups based on their class schedules.</li> </ul>	1hr/session

Event	Title	# of Staff	Job Description	Volunteer timeline & hour
Award & Graduation Ceremony	Event Day Helper	2	<ul style="list-style-type: none"> <li>• Ensure smooth and effective execution of the Award &amp; Graduation Ceremony, assisting with event day setup and the program flow of the event.</li> </ul>	2 hr session