

匹兹堡中文学校招聘启事

Recruitment Announcement: Vice Principal (2026–2028 Term)

匹兹堡中文学校现招聘 **2026—2028 任期副校长**。欢迎热心于中国语言文化的教育和传播，愿意为中文学校建设与发展做贡献的有志之士积极自荐或推荐候选人。

The Pittsburgh Chinese School (PCS) is seeking a **Vice Principal for the 2026–2028 term**. We welcome dedicated individuals passionate about Chinese language and culture to self-nominate or recommend qualified candidates.

申请信息 / Application Instructions

- **截止日期 (Deadline):** 2026 年 4 月 12 日 (April 12, 2026)
- **提交方式 (How to Apply):** 请将个人简历提交至董事会秘书长 (Submit resume to the Secretary of the Board)
- **联系人 (Contact):** 吴昺女士 (Ms. Bing Wu)
- **电邮 (Email):** secretary@pittsburgh-chinese-school.org

主要职责 / Primary Responsibilities

副校长主要职能包括 (The Vice Principal key functions include) :

- **行政配合 (Governance):** 接受董事会领导，协助校长执行董事会制定的办学和学校管理的方针和方向。 / Operate under the leadership of the Board of Directors and assist the Principal in implementing the school's educational policies and management directives.
- **日常运作 (Operations):** 协助校长负责学校日常运作、行政管理、对外联络及组织管理文体课、全校性各项活动。 / Assist the Principal in overseeing daily school operations, administrative management, and external relations, as well as organizing and managing extracurricular cultural/sports classes and school-wide events.
- **规章执行 (Compliance):** 协助校长制定学校校务管理程序和条例供教职员工遵循，并监督执行状况。 / Assist the Principal in developing administrative procedures and regulations for faculty and staff to follow, and oversee their implementation.

- **财务辅助 (Finance):** 协助校长制定每学年学校运作的预算和每学期结束后的财务结算。 / Assist the Principal in preparing the annual operating budget and the financial settlements at the end of each semester.
 - **社区交流 (Community):** 协助校长加强学生、家长和教工之间的沟通。 / Assist the Principal in strengthening communication between students, parents, and staff.
 - **人事管理 (HR):** 协助校长负责教职员工的聘用和绩效考评；在董事会知情批准的前提下解聘不合格教师和行政人员。 / Assist the Principal with the hiring and performance evaluation of faculty and staff; assist in the termination of underperforming teachers and administrative personnel, subject to the Board's knowledge and approval.
 - **活动策划 (Activities):** 根据董事会提供的指导，协助校长安排被批准了的学校学生的课外文化活动，如参与文化节和社区服务。 / Assist the Principal in coordinating approved extracurricular cultural activities for students, such as cultural festivals and community service, based on guidance provided by the Board.
 - **职能代理 (Succession):** 在校长缺席时行使校长职能。 / Act on behalf of the Principal and perform his/her duties during the Principal's absence.
 - **履行董事会交办的其它任务。** / Perform other duties as assigned by the Board of Directors.
-

受聘条件 / Qualifications and Requirements

申请人须为美国公民或永久居民，并具备以下素质： Candidates must be U.S. Citizens or Permanent Residents with the following:

- 热心中国语言文化的教育和传播，拥护匹兹堡中文学校的办学宗旨。 / Passionate about the education and promotion of Chinese language and culture, and committed to the mission and goals of the Pittsburgh Chinese School.
- 热心公益事业，有极为强烈的责任心。 / Enthusiastic about public service with a strong sense of responsibility.
- 持有本科学位或以上学历，具有较强的中英文口头和书面表达能力（优先考虑持有教育、管理或相关学科学位及相关经验的候选人）。 / Applicants should hold a bachelor's degree or higher and possess strong oral and written communication skills in both Chinese and English. Preference will be given to candidates with degrees in Education, Management, or related fields, as well as relevant work experience.
- 有较丰富的教导、公共关系、学校财务、学校相关法律、个人管理、行政事务管理、督导、课程安排和教学程序等方面的经验和知识。 / The ideal candidate will demonstrate comprehensive knowledge and significant professional experience in teaching and supervision, public relations, school financial management, and relevant educational legislation, as well as proficiency in personnel and administrative office management.
- 有较强的组织、领导及解决问题能力。 / Strong leadership, organizational, and analytical problem-solving skills.
- 善于社会交往、人际沟通和关系协调。 / Strong interpersonal communication, social intelligence, and relationship management.

- 具有将开创性的，好的实践经验带入中文学校的眼光、知识和魄力。/Demonstrates the vision and capability to integrate pioneering best practices into the school's operations, backed by extensive knowledge and leadership initiative.
 - 有可行的教学和工作管理计划和实施设想。/Skilled in developing and executing viable teaching and organizational management plans.
 - 能熟练操作电脑及使用中英文电脑办公软件。/ Proficient in computer operations and the use of bilingual (Chinese and English) office software.
-

背景调查与职业道德 / Background Checks and Ethics

进入最后一轮面试的候选人需提供以下证明： Final-round candidates must provide the following clearances:

1. 无犯罪记录证明 (**PA Criminal Record Check**): 通常当日出结果。
2. 无虐待孩童证明 (**PA Child Abuse History Clearance - CY113**): 需约 4 个星期处理。
3. 联邦调查局犯罪历史调查 (**Federal Bureau of Investigation (FBI) Criminal History Clearance**)

职业操守 (Ethics): 受聘者须遵守保密原则，具备诚实、守信的品质和良好的职业道德。 The appointee must maintain strict confidentiality and demonstrate high integrity and professional ethics.