

教職員規則

TEACHER GUIDELINES



1. 中文教師授課時間為星期六上午 8:45 至 11:35。課外活動教師授課時間為同日上午 11:45 至 12:35。所有中文教師應於授課前 5 分鐘到辦公室簽到並于課後 25 分鐘參加當日教學前簡報，以便溝通教務計劃，並於授課結束後至辦公室簽退與接洽下週教學準備事宜。
 2. 行政人員乃屬義務性質，其主要工作在於提供教師，家長及學生最佳服務，辦理註冊，分班，選課，印刷，發薪，安排教室以及協調外出比賽及表演。行政人員每星期上課期間應於辦公室辦理校務，若不能到校，需事先通知校長。
 3. 教師的工作，除了授課以外，尚包括準備教材，批改作業與家長聯絡，協助訓導及校方委託事務，並出席校內外各項教學會議，及帶領學生參加各類表演及比賽，教師之薪資與每月底發放。
 4. 教師之聘期為一學年，如需請假應於一週前通知教務主任，並主動安排代課老師及提供教學計劃給代課老師。若因故辭職，應於一個月前向校長提出。
 5. 開學及結業當天必須出席，不得請假。
 6. 老師考核標準為下：(1) 上課情況，(2) 補充教材及考題，(3) 家長意見調查，(4) 出席狀況。
1. Chinese instruction hours are from 8:45 am to 11:35 am, on Saturday morning. Elective classes are from 11:45 am to 12:35pm on the same day. All Chinese instructors are required to report to the office 5 minutes prior to the beginning of instructions and attend 25 minutes meeting after courses. All teachers are required to sign out at the end of school day.
 2. All administration staff are volunteers. Their tasks are to provide services to teachers, students, and parents. The staff handles registration, student placement, classroom assignment, printing, and assist students and teachers in all in-school and out-of-school performances and competitions. All staff is required to report to the office on school days. The principal should be notified of any absence in advance.
 3. In addition to classroom instructions, teachers are also responsible for designing curriculum, correcting homework, communicating with parents, attending all meetings and assisting students in participating in any performances and competitions. Teachers are paid at the end of each month.
 4. All teachers are contracted for one school year from September to June. All planned absence should be reported to the Academic Director one week in advance. The teacher is responsible for contacting the substitute and supplying teaching plan to the substitute. In case of resignation, the principal should be notified one month in advance.
 5. All teachers and staff must be present on the school opening day and on the day of closing ceremony.
 6. Teachers are evaluated on the bases of: (1) classroom performance, (2) homework assignments and test materials, (3) parent option survey, and (4) attendance.