

# Administrative Interns Program Guideline

## Newton Chinese Language School

The Administrative Internship Program ("AIP") at Newton Chinese Language School ("NCLS") is created to provide the youth in the NCLS community with practical opportunity and help them to improve their leadership, and develop the common good in the community.

### 1. Application Requirements

The qualified interns shall:

- a. have worked as student Teaching Assistant ("TA") for at least one year at NCLS and have been named as The Excellent TA of NCLS at least once.
- b. be passionate with the school development, and familiar with the curriculum and school operation.
- c. follow the working instructions from supervisors, and be able to adapt to different duties at different environments.
- d. be honest, responsible, self-motivated, and public-spirited.
- e. have excellent spoken and writing communication skills, and be a problem solver.

### 2. Recruitment Process

Applicants who qualify the above requirements shall submit their application for review. The chosen candidates will receive a notification of interview. The final list of recruited interns will be decided after the interviews.

### 3. Application Material

Applicants shall submit their resume, a personal statement, and a recommendation letter. The PS shall explain the reasons of application and competency of the applicant. The recommendation letter shall present the abilities that can assist administrative work of the school, such as coordinating and hands-on abilities.

### 4. Timeline

The deadline of application materials will be notified via email to the community.

### 5. Rule of Recruitment

The best qualified applicants of the year will be recruited. The other qualified candidates shall be included in the waiting list and/or can choose to reapply in the following school year.

### 6. Term

The term of the interns is one year, starting from the beginning of a school year. The interns can choose to reapply for the following year and need to compete with other candidates. If needed, an extra recruitment can be added for the second semester (i.e. the spring semester) of a school year. The term of these added interns is one semester. The added interns can choose to reapply for the following year and need to compete with other candidates.

#### **7. Job Settings**

- a. The principals shall allocate the interns to the administrative departments, and then the department directors shall assign work to the interns based on needs. The department directors shall be responsible to keep the record of the interns' working hours and content, and report to the Assistant to Principal every week.
- b. The interns, representing the NCLS administrative office to service the teachers and students of the school, shall help ensure the teaching and activities operate smoothly and well.
- c. The supervisors of AIP shall give verbal warning to an intern for his/her negligence. An intern shall be fired for his/her repetitive negligence or intentional misconduct.

#### **8. Job Type**

The AIP is a volunteer job. The working hours can be counted in the President Volunteer Award program.

This Guideline is a complement to the Newton Chinese Language School Operation Guideline. The Principal's office is responsible to interpret the Guideline.

The first version of the Guideline was valid starting from August 1, 2015. This revised version is valid starting from January 17, 2016.

The Principal's Office, Newton Chinese Language School

January 2016