

Mei Hua Teachers' Job Description

1. Teachers are expected to be at the Moon Festival and Chinese New Year event when Mei Hua students are participating in the events. Please inform Curriculum Director a week ahead if you cannot be there with your students for these events. Of course, emergencies happen, please call Curriculum Director if you can.
2. Teachers participate in teacher's meeting 2x a quarter.
3. Send at least biweekly or weekly email to parents in regards to class updates
4. Please help Kathy Pak with set up and clean up during calligraphy class.
5. Please make sure your class is back to its original set up before you leave for class. Turn off light in the classroom and lock the classroom on your way out.
6. Please send Curriculum Director your syllabus a week before classes every quarter.
7. Please send your quizzes and tests to Curriculum Director every quarter.
8. Please use the excel sheet sent to you to track student attendance and student performance for your class.