

## **Job Opening: Principal – Merit Chinese School**

**Location:** Plano/Texas

**Organization Type:** 501(c)(3) Nonprofit

**School Schedule:**

Weekly (School days on Saturday from 9:00 a.m.-1:00 p.m.) 30 sessions per school year

Merit Chinese School is seeking a **dedicated, community-minded Principal** to lead our weekend program. This is a rewarding leadership opportunity for someone who loves children, with a heart to serve the community, and a passion for Chinese language and culture. The Principal will report directly to the School Board under the supervision of the Board President.

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### **Key Responsibilities:**

- Provide leadership and administrative oversight for school operations
  - Collaborate closely with staff, teachers, parents, volunteers and board members
  - Uphold and model the values of servant leadership in all interactions
  - Maintain open and effective communication with the school board and community
  - Foster a respectful, culturally rich, harmonious and inclusive school environment
  - Manage student enrollment, scheduling, and day-to-day logistics
  - Represent the school at community events and outreach efforts
  - Resolve challenges and make thoughtful decisions under pressure
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### **Qualifications:**

#### **Educational Background:**

- **Bachelor's degree** in **Education, Chinese Studies, Public Administration**, or related fields
- **Master's degree** (preferred) in **Educational Leadership, Nonprofit Management**, or related disciplines
- Teaching certification or Chinese language education experience is a plus

### Skills & Experience:

- Strong interpersonal and communication skills
- Team-oriented with proven leadership in a community setting
- Proficient in **Cantonese and/or Mandarin** (both preferred)
- Passion for community service and cultural education
- Administrative or leadership experience, preferably in a **nonprofit organization**
- Demonstrated ability to work under stress and in dynamic environments

Candidates who do not meet the formal education requirements but possess substantial relevant experience and a demonstrated passion for community-based education are encouraged to apply.

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### How to Apply:

Interested candidates are invited to submit the following materials by **December 31, 2025**:

- **Cover letter** (including a statement of interest and **expected salary**)
- **Resume**

Please email your application to: [hiring@meritchineseschool.org](mailto:hiring@meritchineseschool.org)

Only candidates whose qualifications and experience match the school's requirements will be contacted. We appreciate your interest in applying!