

**Tibetan Association of Northern California (TANC)
Namchod Kyetsel Committee (NKC)
5200 Huntington Ave
Richmond, CA 94804**

Principal Contract Agreement

It is hereby agreed between the Tibetan Association of Northern California (hereafter "TANC") and

Last Name: _____ **First Name:** _____ **MI:** _____

Address: _____

(hereafter "Contractor") on this _____ day of _____, 2017 that the TANC offers the above named person the contract of Namchod Kyetsel (NK) Principal for _____ year (s).

Responsibilities: The responsibilities of a Principal include but not limited:

- Supervise teachers and volunteers and conduct performance evaluation.
- Ensure contractual agreement is signed between TANC and teachers.
- To advice TANC board on renewal/extension or termination of contract term between above mentioned parties based on annual performance review of teachers.
- Prepare annual report of Namchod Kyetsel (NK) as and when required by TANC and funders.
- Submit budget proposal to the TANC by mid-August for approval.
- Arrange classrooms and other associated facilities for the NK.
- Authorize purchases of teaching materials etc. amount of which is pre- budgeted and approved by TANC board
- Maintain NK admission record.
- Liaison with TANC and Parent Association Committee for activities such as NK Annual Day, Fundraising from the Tibetan community and other events where school and students are involved.
- Prepare time table and NK annual calendar.
- Ensure that the lessons plans are submitted by the teachers one week in advance from the start of the NK. Make copies ready for distribution to all the parents on the first day of the NK.
- Coordinate with the Parent's Association in redressing grievances and genuine complaints of the parents.
- To ensure Namchod Kyetsel functioning in compliance with its policies.

Contract Period:

Contract will commence on or after _____ and conclude on _____.

Both parties agree that there is no contractual obligation after the end date of this _____ year(s) contract, and the contractor understands that he/she has no legal cause against the TANC or NK Committee if a contract is not offered to him/her for a following year.

The TANC board reserves the right to cancel this contract for cause; otherwise, either party may cancel this contract on 30 days written notice.

Compensation (before taxes): \$ _____ per hour.

The compensation shall be made monthly by the tenth day of a following month.

The relationship between TANC and teacher shall be and at all times remain that of independent contractor. NKC and teachers specifically agree that teachers shall be treated as an independent contractor for federal and state income tax purposes and worker's compensation.

Licensure:

Type of degree/Principal Certificate held: _____ (optional)

I have read, understood and agree to the terms and conditions described above and I accept this contract.

Contractor's Signature: _____ Date: _____

TANC President: _____ Date: _____