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## TIBETAN ASSOCIATION OF NORTHERN CALIFORNIA

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### JOB OPENING

#### **School Principal: Namchod Kyetsel – TANC Tibetan Cultural School**

July 15, 2024 Tibetan Association of Northern California is hiring School Principal for Namchod Kyetsel Sunday school. Namchod Kyetsel (herein referred to as NK) is the name given by His Holiness the 14th Dalai Lama of Tibet. Loosely translated, it means the Garden of Knowledge. NK is TANC's flagship project, which includes language and performing arts programs. Preservation of the Tibetan language, rich cultural heritage, music and performing arts traditions has been one of the most important objectives of our members. Currently, we have around 250 students and 18 instructors, not including the volunteers. It meets every Sunday for three hours and children are taught a wide variety of Traditional Tibetan songs, dances, musical instruments as well as classes in Tibetan language. Through this program, we are successfully transferring our language and performing arts traditions to the next generation who will have the responsibility of preserving and keeping the rich traditions of Tibet alive. Musicians and performers from TANC participate in various cultural events, schools, and other venues throughout the Bay Area.

NK is overseen by the Namchod Kyetsel committee, managed by the Principal and the TANC board, and supported by the parent association. The education council has the key role in activities such as revising the school curriculum and ensuring that the objectives of the school are being met while parents association helps the Education Council in various capacities (fee collection, fundraising, outreaching and organizing school events).

Namchod Kyetsel offers courses in Tibetan language, Tibetan folk dance and traditional Tibetan musical instruments, art, etiquette, rituals, Tibetan history, culture, and food.

The language curriculum includes grammar, writing, and spoken Tibetan. It also includes lessons on Tibetan history and Buddhist philosophy.

Courses in Tibetan music, dance, songs, and instruments are also offered. Music sessions include lessons on musical instruments such as Dranyen (Tibetan Lute), Lingbu (flute), and Yang-Jen

(Dulcimer). Our performing arts sessions include traditional Tibetan dances from the three provinces of Tibet and snippets of Tibetan opera.

The core focus of Namchod Kyetsel program is on the younger generation within the community. Many in this group (toddler to 18) are growing up in an environment increasingly distant from their own traditions and cultural heritage.

**Job qualification:**

**The successful candidate should possess the following skills and qualities:**

- Strong knowledge of Tibet and experience working in Tibetan organizations or schools.
- Proficiency in written and spoken Tibetan, as well as a good understanding and working knowledge of English.
- Experience in mentoring, nurturing, and providing support.
- Excellent interpersonal and communication skills, with the ability to build strong relationships.
- Proficiency in computer skills.
- Strong administrative and organizational skills, with the ability to manage budgets.
- Self-motivation and initiative.
- Willingness to travel as needed.
- Legal employment status in the USA.
- Preferably a university degree or equivalent qualification.
- Academic excellence, preferably with teaching experience in Tibetan schools in India, Nepal, and Bhutan.
- Knowledge of child education and child psychology. Familiarity with the education system in the USA is an advantage.

**TERMS OF EMPLOYMENT:**

This is a paid position, and a contract will be signed for two years following a 3-month probationary period. The TANC board reserves the right to terminate this contract for cause; otherwise, either party may terminate the contract with 30 days' written notice. The position is expected to be based in the East Bay, with commuting to TANC required every Sunday, and no mileage compensation provided.

Occasional travel within California or to other states may be required but is infrequent. A modest budget for out-of-state travel expenses will be reimbursed.

**JOB RESPONSIBILITIES:**

The responsibilities of the Principal include, but are not limited to:

- Supervising teachers and volunteers and conducting performance evaluations.
- Ensuring that contractual agreements are signed between TANC and teachers.
- Advising the TANC board on the renewal/extension or termination of contract terms based on annual performance reviews of teachers.
- Preparing the annual report of Namchod Kyetsel (NK) as required by TANC and funders.
- Submitting a budget proposal to TANC by mid-August for approval.
- Arranging classrooms and other facilities for NK.
- Authorizing purchases of teaching materials within pre-budgeted amounts approved by the TANC board.
- Maintaining NK admission records.
- Liaising with TANC and the Parent Association Committee for activities such as NK Annual Day, fundraising within the Tibetan community, and other school-related events.
- Preparing the timetable and NK annual calendar.
- Ensuring that lesson plans are submitted by teachers one week in advance of NK, with copies ready for distribution to parents on the first day.
- Coordinating with the Parent's Association to address grievances and genuine complaints from parents.
- Ensuring that Namchod Kyetsel operates in compliance with its policies.

### **Compensation:**

- \$35 per hour
- 4 hours per week

### **HOW TO APPLY:**

Please submit your Curriculum Vitae (CV)/Resume along with a cover letter to Jinpa Tharchin, TANC President, at [president@tanc.org](mailto:president@tanc.org). In your cover letter, please ensure you:

- Explain your qualifications for the position, addressing all points in the Personal Qualities section (above).
- Provide the names and contact details (including phone and email) of three references, one of whom should be your current or most recent employer.
- Share your motivation for applying to this position.
- Include your email address and phone number in your application.