Department Purview & Functions

英華 | YINGHUA ACADEMY

Executive Director

Executive Assistant

Business/HR
- Finance
- Human Resources
- Compliance
- Transportation
- Enrollment

Communications/ Marketing
- Community Engagement
- Fundraising
- Website Management
- Social Media/Marketing
- School Tours

Academics
- Instruction General Ed & SPED
- Curriculum
- Student Academic Supports
- Study Abroad
- Lunar New Year

Facilities
- Security
- Building Maintenance
- Grounds Upkeep
- Facilities Planning
- Contracted Maintenance Services

Student Affairs
- Student Well-Being
- Student Safety
- Extracurricular Enrichment
- Behavior
- Student Records

*2024-2025 School Year

英華 | YINGHUA ACADEMY

Team Composition & Roles

Business/HR Manager

- Administrative Support Specialist
- Registrar
- Office Receptionist
- Office Assistant
- Transportation Coordinator
- Food Service Coordinator
  - Food Service Assistants
- Financial & Legal Contractors
- Information Technology Coordinator
  - Information Technology Assistant

*2024-2025 School Year

英華 | YINGHUA ACADEMY

Team Composition & Roles

Communications & Marketing Director

- Communication/Social Media Specialist
- Communications & Public Relations Coordinator

*2024-2025 School Year

英華 | YINGHUA ACADEMY

Team Composition & Roles

Academics

Lower School Chinese Academic Director

Middle School Chinese Academic Director

English Academic Director

Special Education Coordinator

- Educational Assistants
- Interventionists
- Special Projects Coordinator
- Teachers
- Assessment Coordinator/Reading Specialist
- Contracted Service Providers
- Special Education Teachers
- Paraprofessionals

*2024-2025 School Year

英華 | YINGHUA ACADEMY

Team Composition & Roles

Facilities Manager

- Building & Grounds Contractors
- Custodians

*2024-2025 School Year

英華 | YINGHUA ACADEMY

Team Composition & Roles

Student Development & Family Liaison

- Extended Learning Coordinators
- Lower School Counselor
- Athletic Director
- School Nurses
  - Health Paraprofessionals
- Behavior Interventionist
- Middle School Counselor
- Student Activities Coordinator

*2024-2025 School Year