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VANCOUVER JAPANESE LANGUAGE SCHOOL & JAPANESE HALL
バンクーバー日本語学校並びに日系人会館

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VJLS priorities identified

Review hiring practices

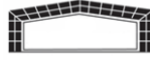
- Teaching staff will need to provide a provide a criminal record check
- Volunteers who have access to children will need to provide a criminal record check
- We will work to create a volunteer tracking system for the volunteers who work with children
- Review our interview processes.

Safety and security

- The incident reporting procedure set out in the teacher manual is being reviewed to be adhered to immediately.
 - Incidents of emergency services or injuries need to be reported to the Executive Director to make sure hazards can be followed up with and can be addressed with parents if need be.
- We will review the information protocols and pathways to communicate with parents more effectively and rapidly.
- We will identify and train first aid attendants among the teaching faculty
- We will address safety and security with regards to building access
- We will ensure regular review of the first aid kits
- We will ensure we have up to date emergency contact information for staff
- Until a new principal is hired, the Executive Director will be on site every Saturday.
- We will review the fire drill and earthquake evacuation process.
- We will review supervision protocols to ensure supervision during parent teacher interviews, performances, events and other matters.
- We will review child pick-up instructions and teacher - parent communication channels.

Personnel and privacy matters

- HR information has been secured under lock to protect privacy
- We will conduct a privacy review to ensure that detailed student information is kept in line with privacy regulations
- We will strive to recruit for a new principal as soon as possible with the support of the educational committee and staff input
- We will develop a documented regular performance evaluation and feedback for teaching staff
- New teachers are not permitted to start work without signed contracts and submitted personnel documentation
- We will elaborate job description that outline teacher responsibilities and make sure that all teachers have copies of their personnel documents
- We will ensure that all teaching staff have relevant certification documentation for teaching credentials on file



Education

- We will plan for dedicated curriculum development and class development
- We will review professional development opportunities for teachers
- We will review programs such as JCEP, calligraphy and extra-curricular classes to ensure they are fully supported and maximize student educational benefit
- Ensure clear internal communication channels between teachers and principal and the rest of the organization to make sure teachers have timely access to relevant information

Pay and conditions

- Review compensation ranges and fairness, specifically around seniority and
- Review fair pay for hours of work performed. While volunteer work is deeply appreciated this is not a condition for employment at VJLS.
- We will review and update the VJLS policies.