Chinese American International School seeks a

Head of Early Childhood,
(Grades Preschool, K & 1)

OPPORTUNITY

The Chinese American International School (CAIS), now completing its 40th year, is the country’s oldest Mandarin English immersion day school. CAIS is seeking an inspiring leader who understands the unique developmental period of early childhood to be its next Head of Early Childhood. CAIS’s Early Childhood Division encompasses Preschool-1st grade, and the Head of Early Childhood will supervise the Preschool Director, who is responsible for operations at CAIS’s Waller St. campus. In August 2021 CAIS’s Preschool will transition from a 50/50 Mandarin/English model to a full immersion model, and the Head of Early Childhood will be responsible for working closely with the Chinese speaking Preschool Director to oversee the implementation of the new model. Additionally the Head of Early Childhood will be a member of the school’s highly collaborative and philosophically aligned Educational Leadership Team (ELT) consisting of Preschool Director, Head of Early Childhood, Head of Lower School, Head of Middle School, Chinese Language Curriculum Director, English Language Curriculum Director and Head of School.

OUR IDEAL CANDIDATE

The ideal candidate finds resonance with CAIS’s mission to Embrace Chinese, Become your Best Self, and Contribute to a Better World. Consistent with our Strategic Vision 2020-2025, CAIS is committed to reimagining immersion to achieve greater student engagement and proficiency in Chinese and cultivate the cognitive, character and intercultural competencies that are the “CAIS Immersion Bonus.” This candidate will be joining the vibrant community at the Oak St. campus as part of a team striving to be the world’s most innovative, inspiring, and influential Chinese English dual-language immersion school. We look for a candidate who will embrace CAIS’s work to create an equitable, inclusive environment where all faculty, students, and families are supported in their individual identities. We welcome all applicants who aim to actively support and participate in our diverse and inclusive community.
BENEFITS

The Board of Trustees has committed to attracting, developing, retaining, and rewarding top-tier educators with a benefits package including:

- Robust opportunities for professional development
- Comprehensive insurance package (covering 100% of premiums for individual employee)
- Numerous opportunities to participate in international travel
- Free parking provided
- Consideration for relocation
- Down payment assistance for home purchase
- Below-market rental process assistance

ESSENTIAL DUTIES

Position responsibilities include (but are not limited to):

- Supervise and develop faculty
- Organize and lead parent education opportunities and provide parenting support for families
- Create a healthy, productive parent culture
- Serve as a thought leader for faculty and lead professional development
- Work closely with the Admissions Director to play an integral role in admissions in the school’s main entry points of Preschool and Kindergarten
- Welcome new families and facilitate a positive transition for students into the school
- Work closely with counselors and members of the Student Services Team to ensure all students receive adequate support
- Work closely with Lower School Leadership
- Work with Auxiliary Director to ensure program alignment and smooth operation of aftercare, minicamps, and summer program

ESSENTIAL REQUIREMENTS

- Early childhood classroom teaching experience (Preschool - 2nd grade)
- Leadership experience in a school setting
- Bachelor’s Degree required; Master’s Degree preferred
- Bilingual Mandarin/English strongly preferred
- Experience with language immersion strongly preferred

VALUED SKILLS AND EXPERIENCE

We seek the following attributes:

- Experience with instructional coaching and developing faculty
- Passion for early childhood education
- Knowledge of and experience with various child-centered pedagogies
• Interest in and ability to align best practice in early childhood, child-centered pedagogies and second language acquisition
• Strategic thinking skills and the ability to turn ideas into action
• Ability to manage change initiatives
• Work closely and collaboratively with school leadership team
• Outstanding communication skills, including public speaking, interpersonal communication, and writing
• Ability to make tough decisions and deliver difficult news with compassion, clarity, and firmness
• Interest in aligning ECD and Lower School programs
• Ability to set expectations about parent behavior, hold parents accountable for contributing to a positive parent culture
• Dedication to equity and inclusion and ability to work with individuals from diverse backgrounds
• Commitment to school mission, policies, and initiatives

ABOUT CAIS

As the nation’s first dual language Chinese and English Preschool through 8th grade school, CAIS embodies our mission by working continuously to maintain our role as a leader in immersion education. At CAIS we value honest self-assessment, thoughtful self-reflection, intentional planning and focused implementation. We are known as an ambitious school, and we have embarked on a multi-year vision to reimagine immersion, reimagine our culture of learning, reimagine character and community, and reimagine our learning spaces.

Our three campuses are located in the heart of San Francisco and are accessible by public transportation in San Francisco. The lively neighborhood echoes the school’s vital energy and provides ready access to cultural treasures such as the Asian Art Museum, SF Jazz, the San Francisco Symphony, and more. For more information, visit our employment page and the CAIS Early Childhood Website.

TO APPLY

CAIS’s commitment to diversity, equity, and inclusion is central to our mission. People of color and LGBTQ+ candidates are strongly encouraged to apply. Email cover letter, resume, and list of references to admin_jobs@cais.org. In the subject line please indicate “Head of Early Childhood”. We will begin reviewing credentials immediately, and the search will remain open until we have found an appropriate candidate.

Please no calls.
Chinese American International School is dedicated to attracting, developing, rewarding and retaining a world-class faculty and ensuring that this is a great place to work. We put a high priority on advances in compensation, benefits, and work climate with a benefits package and perks including:

**Distinctively CAIS Benefits**
- Down payment assistance for home purchase
- Free parking or commuter benefits provided
- China Faculty Institute (teacher trips to China and Taiwan)
- Chaperone student trips to Taiwan (Taipei) and China (Guilin and Yunnan Province)
- Below-Market Rental process assistance
- Dynamic, dual culture setting valuing honest self-assessment, thoughtful self-reflection, intentional planning, and focused implementation

**Financial Benefits**
- CAIS contributes 5% of your earnings immediately in a 403(B) retirement plan (no contribution required on your part)
- Salary scale benchmarked to the Bay Area’s competitive standards, including annual cost-of-living adjustments
- Consideration for relocation costs
- Approximately 90% adjustment to tuition for exempt employees

**Professional Development**
- Robust opportunities for conferences, workshops, and courses
- Introductory Chinese class for faculty/staff
- Membership in California Teacher Development Collaborative — https://catdc.org/

**Health Benefits**
- CAIS pays 100% of the premium for medical, dental, vision, acupuncture, short-term disability and long-term disability, and life insurance for you (along with competitive rates for spouse and family coverage)
- Employer-funded Health Savings Account (HSA) and Pre-tax HSA employee contribution
- Pre-tax Flexible Spending Account (FSA) for medical and dependent care

**Vacation / Holiday / Paid Time Off**
- Thanksgiving Break – 1 week
- Winter Break (December/January) – 2 weeks
- Winter Break (February) – 1 week
- Spring Break
- Summer Break – month of July
- Paid holidays according to the school calendar
- Up to 2 additional days off for religious holidays
- Accrue 12 days of Sick Time annually
- Accrue 3 days of Personal Time annually

**Quality of Life and Appreciation**
- Appreciation breakfasts
- Wellness programming
- Monthly appreciation lunches
- Twice-yearly Faculty/Staff Appreciation Weeks
- Annual milestones luncheon
- Free tickets to annual dinner/dance gala
- Chinese New Year luncheon
- Birthday gift cards