Chinese American International School seeks a

Director of Admissions and Enrollment

*This is an English language position; NO CHINESE LANGUAGE PROFICIENCY REQUIRED.*
Exempt, full-time, 12-month position

BUILD UPON OUR SUCCESS TO MAKE YOUR MARK AT CAIS

If you are an admissions professional who wishes to guide the enrollment program at a school with a proven record as we rocket into arguably the most exciting new phase of our history, this position is a dream come true. In purchasing a massive campus at 19th Avenue, Chinese American International School (CAIS) is reaching the fruition of a vision that began more than 40 years ago, creating what will become the home for Mandarin immersion in the country as we unite the programs from our three current campuses. As Director of Admissions and Enrollment at this most auspicious juncture, you will be able to refine a solid admissions program to leverage the school’s enviable reputation, soon-to-be new location, and first-in-class facilities for a Preschool-8th grade school to extend our admissions reach into new application pools south on the Peninsula while also having the chance to build enrollment for a new toddler program that will begin in 2023-2024. You will be at the vanguard of articulating the value of the 19th Avenue Campus and related program opportunities, while also expounding on the benefits of Mandarin immersion, including the “Immersion Bonus.”
WORLD CLASS “BUILDING BLOCKS” FOR YOUR ENROLLMENT MANAGEMENT EFFORTS

The Chinese American International School in San Francisco is the oldest Mandarin-English dual language immersion day school in the United States. Founded in 1981 with just 10 students, CAIS today has an enrollment of 500 students in preschool through eighth grade. We are recognized nationally and internationally as leading the way in Mandarin immersion education. We are known as an ambitious school, and prize our culture of continuous learning and innovation—program descriptions from year to year are never static.

This is a singularly promising moment in the school’s journey. Just prior to the pandemic, we launched the community-informed Strategic Vision to Reimagine CAIS, which has persevered even despite the curveballs thrown our way by the pandemic. For example, CAIS has been implementing our vision to Reimagine Immersion through a shift to full immersion in the Preschool program. In addition, we articulated a set of five core values (Kindness, Inclusion, Curiosity, Courage, and Perseverance) which were immediately put to the test and proved essential as a blueprint for weathering the pandemic and anti-AAPI hate. The community shone even more brightly in these difficult times and CAIS weathered the past year-plus with robust enrollment, outstanding faculty/staff retention, continued learning gains for students as per our standardized testing in Chinese (OPI and WPT) and English (ERBs), and, most importantly, zero cases of in-school transmission.

There is a famous line in the Confucian text Meng Zi,《孟子》that says “one cannot have both fish and bearpaw” 鱼与熊掌不可兼得. (In the fourth century BCE, fish and bear paw were both considered to be culinary delicacies, so perhaps the above quotation might have as its English equivalent, “you can’t eat your cake and have it too.”) Our historic purchase of the 19th Avenue campus ensures that, when it comes to education, we can have both fish and bearpaw. The 5.4 acre campus boasts 120,000 square feet of program space (more than double the space of all three of our current campuses combined) including a 455-seat theater, a tournament-sized gymnasium, two large art studios, a dance studio, three floors of spacious classrooms, and sprawling outdoor playground space uncommon for urban schools. The move to the 19th Avenue campus (anticipated in 2023) is filled with program opportunities that will take Mandarin immersion education to a new level; Families who want a world class Mandarin immersion education for their children do not have to make trade offs in the arts, athletics, outdoor play, STEM, etc. CAIS’s next Director of Admissions and Enrollment will work with a conscientious, dedicated, and fun-loving team in a collaborative, growth focused work culture to take CAIS into this exciting phase of our school’s development.

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BENEFITS
The CAIS Board of Trustees and administration are expressly dedicated to ensuring that CAIS is a great place to work. The school is committed to attracting, developing, retaining, and rewarding top-tier professionals with a strong benefits package. Please see the final page for a description of benefits.

ESSENTIAL DUTIES

Admissions
- Oversee and work with Deputy Director of Admissions to plan and execute the year-long calendar of the admission program
- Work closely with the Early Childhood team to develop the candidate assessment process
- In spring begin work developing content for following year’s admissions presentations involving faculty and administration, collaborating with Education Leadership Team (ELT) to determine the most up-to-date presentation of school program
- Work with Head of School and CFO on adjusted tuition decisions
- Work with Division leaders, student services team, and curriculum directors to assess student readiness
- Collaborate with the ELT to develop strategy for entry points beyond Kindergarten
- Regularly update website and e-content; proactive communication and outreach to prospective families
- Proactively recruit and develop admissions funnel

Enrollment Management
- Work with ELT to develop and plan calendar of enrollment management events

Leadership
- Participate as a key member of the Admin Council
- Help cultivate our environment that is empathic, honest, and values accountability

Marketing/Communications
- Partner with Advancement Director and Director of Communications to develop a marketing plan
- Work with parent-faculty affinity/resource groups on outreach to underrepresented populations
- Continue building awareness of CAIS through outreach and developing relationships with Bay Area preschools
- Recruit and develop parent volunteers to support the admissions program
ESSENTIAL REQUIREMENTS

- BA or BS or equivalent experience
- Immersion experience is preferred, but not required
- Proficiency analyzing data
- Experience with marketing
- Exemplary written and presentational communication skills
- Organized, detail-oriented, and creative
- Collaborative spirit and willingness to have fun with a collegial team
- Facility working on a team with graphic designers, videographers, etc (not required that you can produce graphics or videos)
- Commitment to Justice, Equity, Diversity and Inclusion (JEDI) within a tuition-based independent school

TO APPLY

CAIS’s commitment to diversity, equity and inclusion is central to our mission. People of color and LGBTQIA 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: “Director of Admissions and Enrollment.” Please no calls.
CAIS as a Workplace

Chinese American International School is dedicated to attracting, developing, rewarding, and retaining world-class employees 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 2021-2022 benefits package and perks including:

**Distinctively CAIS Benefits**
- Down payment assistance for home purchase
- Free parking space provided
- Trips to China and Taiwan
- Chaperone student trips to Taiwan (Taipei) and China (Guilin and Yunnan Province)
- 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)
- Transparent salary 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

**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
- Paid holidays according to the school calendar
- Up to 2 additional days off for religious holidays
- Accrue 12 days of Sick Time annually
- Accrue 10 to 20 days of Vacation Time annually based on years of service

**Professional Development**
- Robust opportunities for conferences, workshops, and courses
- Membership in ISSFBA / BADA

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