Chinese American International School

seeks a

Health Aide

Part time, non-exempt, English language position, Chinese proficiency not required

OPPORTUNITY

Join the vibrant community at the Chinese American International School and help with our efforts to manage school community health and wellness across our three campuses. A primary responsibility during the spring of 2021 will be working with the CAIS leadership team to reduce risk as we continue to serve students on campus during the COVID-19 pandemic. Become part of a team striving to be the world’s most innovative, inspiring, and influential Chinese English dual-language immersion school.

OUR IDEAL CANDIDATE

The ideal candidate finds resonance with CAIS’s mission to Embrace Chinese, Become Our Best Selves, and Contribute to a Better World. CAIS offers a dynamic dual culture setting, in which employees are immersed in a culture of language learners. We look for a candidate who will embrace and participate in CAIS’s work to create an equitable, inclusive environment where all faculty, students, and families are supported in their individual identities.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities for this position will include:

- Responsible for providing major or minor first aid to students and employees as required during the school day
- Administer and record medications in accordance with state guidelines
- Work closely with Health Center Director, Pandemic Response Coordinator, and Division Heads/Directors to deliver health services as needed across our school’s three campuses
- Assist with daily COVID-19 symptom screening and weekly COVID-19 saliva pool testing
- Assist with the upkeep of the school Health Center including inventory and ordering of supplies
- Assist with maintenance of medical records and documentation for student illness and/or injuries; submit incident reports for accidents
VALUED SKILLS AND EXPERIENCE

We seek a candidate with many of the following attributes:

- Experience working in a school setting preferred
- Ability to work closely and collaboratively with school leadership team
- Demonstrated competency in equity, inclusion and social justice; ability to work with individuals from diverse backgrounds
- Commitment to school mission, policies, and initiatives
- Demonstrated ability to solve problems and work independently or in a group setting
- Proficiency with G Suite (Google Docs), Chrome browser, internet search functions
- Strong communication skills - interpersonal communication, public speaking and writing skills
- Excellent organizational and time management skills
- Exhibit patience, empathy and courtesy towards students
- Ability to lift 20 pounds
- High school diploma
- Mandarin proficiency an asset but not required

ABOUT CAIS

As the nation’s first dual language Chinese and English Preschool through 8th grade school, CAIS embodies this 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 just 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 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 https://www.cais.org/about-us/employment

TO APPLY

CAIS’s commitment to diversity, equity and inclusion is central to our mission. People of color and LGBT candidates are strongly encouraged to apply.

Email cover letter, resume, and list of references to healthaideposition@cais.org. Indicate “Health Aide” in the subject line of your email. No calls, please.