Chinese American International School
seeks a

**Float Teaching Associate / After School Supervisor**

*Part-Time, Monday to Friday, 12 p.m. - 6:00 p.m.*

*(Chinese and English proficiency is required.)*

Our ideal candidate for Float Teaching Associate / After School Supervisor must possess the ability to work independently and as part of a team. The position is responsible for the daily operations of the after school program for students in Preschool including: maintaining a positive classroom atmosphere, providing occasional help with homework, tending to behavioral issues when any arise, and acting as liaison between parents and school staff. Experience working in a school setting is ideal.

**MAIN DUTIES AND AREAS OF RESPONSIBILITY**
- Supervise students in academic and recreational settings
- Facilitate student transitions
- Maintain and oversee after school supplies/snacks
- Attend to behavioral issues
- Interact with parents and school staff
- Support and facilitate enrichment activities

**REQUIRED ATTRIBUTES, SKILLS, AND EXPERIENCE**
- Must be punctual, responsible, and reliable
- Have professional demeanor and emotional maturity
- Build rapport and communicate well with others
- Take initiative and work effectively with others
- TB clearance
- Fingerprint and Child Abuse Index clearance from the Dept. of Justice
- Must have a minimum of 12 ECE Units
- Fluent in Mandarin and English
- First Aid and CPR Certified (*valued but not required*)

CAIS offers competitive compensation based on experience.

CAIS strives to cultivate a community of people who live the school’s mission to “Embrace Chinese, become your best self, and contribute to a better world.” Outside of the school day, the Auxiliary Program provides parents with a safe, nurturing, and enriching environment for their children, and students are given the opportunity to work on homework assignments and to participate in both structured and unstructured activities. Roughly 92% of all CAIS students participate in two or more Auxiliary Program offerings per week.

CAIS’s commitment to **diversity, equity and inclusion** is central to our mission. People of color and LGBT candidates are strongly encouraged to apply. Please send resume with reference letters to Auxiliary Program Director Kevin Lee by email k.lee@cais.org or fax 415-865-6010.