Chinese American International School
seeks a

Lower School Administrative Assistant

This is an English language position; NO Chinese language proficiency required.
(full time, non-exempt position, beginning August 1, 2022)

Come join the vibrant community at the Chinese American International School’s lower school campus as our Lower School Division Assistant. The Division Assistant works at the heart of the lower school community, collaborating with students, parents, and faculty to organize events, offer support, and generally ensure that the daily workings of the division run smoothly. We seek a high-energy individual with great attention to detail and communication skills, who loves working with and around youth and collaborating with colleagues. If you want an admin job where you are kept on your toes and make a difference in the lives of children and their families, this is a great position for you.

Position summary: Responsible for administrative support duties in the CAIS Lower School.

Main areas of focus and responsibility:

- Manage administrative functions within the school division
- Successfully support Division Head
- Successfully coordinate Lower School events

Essential Functions (not limited to):

- Class Coverage: Ensure that classes are covered in the event of teacher absenteeism, often by using ReadySub or the temp agency Teachers on Reserve; may need to substitute in classes and cover collateral duties when teachers are absent
- Attendance: Notify faculty of absences and tardies; notify families of excessive absences or tardies
- Coordinate/co-coordinate events: Back to School Night, Outdoor education, parent-teacher conferences, Lower School Thanksgiving luncheon, 5th Grade Promotion Ceremony, LS Division faculty celebrations, etc; select catering company to prepare food for events, plan layout of venues, monitor event timelines to ensure deadlines are met, send out invitations and manage RSVP lists, manage correspondences
- Scheduling: Schedule meetings, conferences, and appointments for lower school faculty and Head; maintain calendar of Division Head; reserve meeting sites; contact and confirm appointments and meetings
- Acting as registrar, maintain cumulative folders of current and former students, ensuring that files are organized and secure. Download and send transcripts and progress reports to alternative schools and parents
- Purchase books and supplies according to the purchasing procedures
Processes and Protocols: Facilitate processes such as hiring and recruitment, safety drills and checks, etc and maintain and update the standard operating protocols associated with these.

Additional duties as requested by Lower School Head

Required Qualification (essential skills and experience):

- 2-3 years of administrative/clerical work experience
- Technical/Computer skills as required for job performance
- Initial and continued tuberculosis clearance
- Initial and continued criminal background clearance by DOJ and FBI
- Fully COVID vaccinated and boosted

Desired Qualification (not required skills and experience):

- Possess an associate’s or bachelor’s degree
- Proficiency in MS Office Suite, Google Applications and Mac basics
- CPR and First Aid Certification
- Work experience and familiarity with independent school

Success Factors/Competencies:

- Commitment to school mission, vision, core values, policies and initiatives
- Understanding of specific calendar management needs of Division Head
- Highly organized, with the ability to multitask
- Demonstrate a refined attention to detail
- Outstanding customer service abilities
- Motivated, energetic personality and enjoy working with adolescents
- Ability to exercise professional discretion and maintain confidentiality
- Excellent oral and written communication and interpersonal skills
- Demonstrate time management with the ability to organize and manage multiple projects
- Excellent planning capabilities with an ability to think ahead and plan over academic year span

ABOUT CAIS

As the nation’s first Mandarin Immersion Preschool through 8th grade school, CAIS embodies our mission by working continuously to maintain our role as a leader in immersion education. 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. While our three campuses are currently located in the Hayes Valley neighborhood of San Francisco, we are thrilled to announce that we have purchased a campus on 19th Avenue in San Francisco which will more than double our program space and allow all divisions to be together on one spectacular campus.

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 k_kaz@cais.org. In the subject line please indicate “LS Admin Assistant.” Please no calls.