Chinese American International School seeks a

PRE-K ENGLISH TEACHING ASSOCIATE

This is an English language position, NO Chinese language proficiency required.

Non-Exempt, full time position starting August 16, 2019

OPPORTUNITY

Join the vibrant community at the Chinese American International School’s Early Childhood Division (ECD) as a Pre-K English Teaching Associate. CAIS ECD follows a play-based and child-centered pedagogical approach with a heavy emphasis on Chinese language development and cultural awareness. The English Teaching Associate works alongside the lead English teacher to provide a developmentally appropriate and enriching preschool program for two mixed age classes (ages 3-5 years) of 18 students each.

CAIS offers a dynamic dual culture setting, in which faculty are immersed in a culture of language learners. 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 our diverse and inclusive community. Become part of a team striving to be the world’s most innovative, inspiring, and influential Chinese English dual-language immersion school.

BENEFITS

The CAIS Board of Trustees and administration are expressly dedicated to ensuring that CAIS is a great place to work. The school has committed to attracting, developing, retaining, and rewarding top-tier faculty with a benefits package including:

- Salary aligned with the Bay Area’s competitive standards
- Opportunities for professional development, support, and growth
- Comprehensive insurance package (covering 100% of premiums for individual employee)
- Down payment assistance for home purchase
- Below-Market Rental process assistance
- Realtor services provided for rental search
Position responsibilities include (*but are not limited to)*:

- Collaborate with Pre-K teaching team, including lead teachers, other teaching associates, and specialist teachers.
- Interact with children using positive, supportive, and respectful attitude, language, and tone.
- Support child’s social and emotional development.
- Maintain a safe, engaging, and developmentally appropriate environment.
- Prepare activities in collaboration with the lead teacher.
- Assume the teacher’s role in his or her absence.
- Supervise children on the playground during outdoor play.
- Make sound, timely and appropriate decisions and take responsibility for the decisions.
- Contribute to the development of community among staff by having open, constructive, and solution-oriented communication.
- Encompass a positive discipline approach in guiding student behavior.
- Develop a positive intellectual, emotional, and social environment within the classroom and a class community in which all children feel valued and a sense of belonging.
- Work collaboratively and maintain standards of respect, courtesy, and mutual consideration with the school community, including students, staff, and parents.
- Attend faculty and division meetings as required.

**ESSENTIAL REQUIREMENTS**

- Bachelor’s degree
- Minimum of 12 ECE units or Child Development Associate Teacher Permit
- Excellent interpersonal and communication skills
- Ability to work with colleagues from different backgrounds
- Commitment to school mission, policies, and initiatives
- Technical/Computer skills as required for job performance
- Initial and continued tuberculosis clearance
- Initial and continued criminal background clearance by DOJ and FBI
- CPR and First Aid Certification

**PHYSICAL DEMANDS AND**

The physical demands and work environment characteristics described here are representative of those that must be met by an
employee to successfully perform the essential functions for the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical demands:** While performing the duties of this job, the employee is occasionally required to walk, sit, use fine motor skills, reach with hands and arms, balance, stoop, talk or hear. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

- **Work environment:** The noise level in the work environment is usually moderate.

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**ABOUT EARLY CHILDHOOD DIVISION AND CAIS**

For information about CAIS’s Early Childhood Division, visit [https://www.cais.org/curriculum/early-childhood-division](https://www.cais.org/curriculum/early-childhood-division)

The CAIS mission exhorts all community members to embrace Chinese, become their best selves, and create their place in the world. As the nation’s first dual language Chinese and English Pre-K through 8th grade school, CAIS embodies this mission by working continuously to maintain our role as a leader in immersion education. CAIS incorporates the innovation and best practices from both Chinese and English language teaching traditions to create an immersion experience that leverages our distinct opportunities for language, subject, and cultural intersections.

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](https://www.cais.org/about-us/employment)

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**TO APPLY**

Email cover letter and resume to b_pells@cais.org. In subject line please indicate “Pre-K Teaching Associate.” Please no calls.