Chinese American International School

seeks a

School Nurse

Full time, exempt, English language position, Chinese proficiency not required

OPPORTUNITY
Join the vibrant community at the Chinese American International School and lead our efforts to manage school community health and wellness across our three campuses. A primary responsibility during the 2020-21 school year will be working with the CAIS leadership team to reduce risk while reopening on-campus learning. 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. The candidate will enter an environment that values social emotional learning alongside academic challenge. 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.

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 employees 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

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
● Work closely with Preschool Director, Head of Early Childhood, Head of Lower School, and Head of Middle School and their administrative assistants to coordinate wellness care across the schools three campus locations
● Assess needs for and deliver health and safety related professional development and community education to faculty, staff, students and parents
● Supervise and update the school medication policy, administering medication of various sorts including insulin (via pump), inhalers and oral medication in accordance with RN licensure
● Serve on the COVID-19 Scenario Planning Task Force
● Work with the School counselors to coordinate educational information sessions for parents on student well-being and curricular materials to introduce to students
● Supervise and work with division assistants and auxiliary staff in their capacity as school health aides
● Maintain the upkeep of the school infirmary including inventory and ordering of supplies
● Maintain medical records and documentation for student illness and/or injuries; submit incident reports for accidents
● Manage systems for student health documentation
VALUED SKILLS AND EXPERIENCE

We seek a candidate with many of the following attributes:

● Specialization in school nursing
● School nurse preliminary certification preferred
● Experience in working in a school setting
● Mandarin proficiency an asset but not required
● Strategic thinking skills and the ability to turn ideas into action
● Ability to manage change initiatives
● Ability to work closely and collaboratively with school leadership team
● Ability to make decisions and deliver information to parents with clarity, compassion, and firmness
● 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
● Demonstrated competency in diversity, multiculturalism, inclusion, equity and social justice
● 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

ABOUT CAIS

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. 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 caisnurseposition@cais.org. In subject line please indicate “School Nurse 2020-21.” Please no calls.
Chinese American International School is dedicated to attracting, developing, rewarding and retaining a world-class faculty 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 2020–2021 benefits package and perks including:

**Distinctively CAIS Benefits**
- Down payment assistance for home purchase
- Free parking space provided
- China Faculty Institute (teacher trips to China and Taiwan)
- Chaperone student trips to Taiwan (Taipei) and China (Guilin and Yunnan Province)
- Below-Market Rental process assistance
- Realtor services provided for rental search
- 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)
- Salary scale 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

**Professional Development**
- Robust opportunities for conferences, workshops, and courses
- Introductory Chinese class for faculty/staff
- Membership in California Teacher Development Collaborative — https://catdc.org/

**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
- July Break – 4th of July week and remaining Fridays off in July
- Paid holidays according to the school calendar
- Up to 2 additional days off for religious holidays
- Accrue 12 days of Sick Time annually
- Accrue 15 to 30 days of Vacation Time annually based on years of service

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