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Chinese American International School

Seeks a

Substitute Teacher/Teaching Associate (Part-time, non-exempt position)

Position summary: Substitute Teacher/TA is responsible for teaching or teaching associate responsibilities when stepping to cover for a faculty member. Substitute Teacher/TA is to be an extension of the faculty team on an as needed basis, who is familiar with the school's policies, supervision and instructional philosophies, as well as CAIS's mission and values to ensure a seamless continuation of student education while primary faculty member(s) is not available.

Main areas of focus and responsibility:

- In coordination with the Teacher's instructions, implement engaging lessons in alignment with the curriculum for individual, small and large group activities.
- Provide for the physical safety of children through anticipation and removal of hazards, visual observation of children and by appropriately responding to injuries.
- *When Subbing as a TA:* Lead a study hall and perform duties in the Extended Day program.
- *When Subbing as a Teacher:* Demonstrate teaching competence, an affirming attitude toward the school, a willingness to accept positive criticism, and a professional demeanor and integrity.

Specific duties (not limited to):

- *When Subbing as a TA:* Assist Teacher in the classroom, while they are taking on the Teacher role, during primary Teacher's absence.
- Demonstrate teaching competence, an affirming attitude toward the school, a willingness to accept positive criticism, and a professional demeanor and integrity.
- Support the educational program by challenging, supporting and engaging students and meeting academic expectations of the school, discipline, and grade.
- Support implementation of the teacher's positive behavioral and social & emotional learning systems in the classroom and on the playground.
- Create a positive classroom community in which all children feel valued.
- Encompass a positive discipline approach in guiding student behavior.
- Continue the positive intellectual, emotional and social climate within the classroom.
- Encourage interest in and knowledge of Chinese culture.
- *In Chinese Classes:* Use only Chinese language with students. Exceptions are safety, behavior or emotional issues occurring with a child who is not understanding the Chinese teacher instructions.

- Work collaboratively and maintain standards of respect, courtesy, and mutual consideration with the school community, including students, staff, and parents.
- Assist faculty team in developing a positive intellectual, emotional and social climate within the classroom.
- Support faculty team in implementing learning experiences that meet the students' varying needs and interests based upon the intelligent thinking skills of reasoning, persistence and flexibility.
- Keep current in pedagogical thinking, strategies and techniques.
- Personally adhere to and publicly enforce school rules. Report immediately major student misbehavior to the Lower School Director.
- Manage and student behavior in accordance with best practices.
- Supervise students on the playground, in the hallway and in the classroom.
- Maintain a sensitive, cooperative and flexible demeanor in interactions with others, while respecting confidentiality.
- Other duties may be assigned.
- *When Subbing as Teacher:* Report back to the primary Teacher of student behavioral and educational performance.

Essential skills and experience:

- Bachelor's Degree (in education or related field) or 2+ years of educational work experience
- Experience with hands-on learning environments
- Excellent interpersonal and communication skills
- Work collaboratively with faculty members
- Ability to remain patient and empathetic when working with children
- *For Chinese Sub position:* Native or near native proficiency in Chinese reading, writing and speaking
- 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

Valued but not required skills and experience:

- Training or experience in elementary classrooms preferred
- Bilingual: Mandarin/English
- Experience working in diverse communities
- CPR and First Aid Certification
- Understanding of social and emotional learning strategies

Physical demands and work environment: 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.

To Apply

Email cover letter, resume and list of references to lower_school_jobs@cais.org. In subject line please indicate “LS English Sub.” Please no calls.

Learn More

School Profile at <http://www.cais.org/about-us>

Thank you for your interest