



Chinese American International School
seeks a
**Pre-K
Substitute Teacher/Teaching Associate**
(part-time, non-exempt position)

www.cais.org

The School

The Chinese American International School (CAIS) is an independent, PreK-8th grade school in San Francisco, CA. CAIS was founded in 1981 with an enrollment of just ten students; CAIS now enrolls 515 students from PreK through 8th grade. CAIS's commitment to dual language and dual culture education, international mindedness and diversity of every sort has remained at the core of our vision and educational program. We are proud of our leading role in preparing culturally sensitive, globally literate young people with a high level of proficiency in Chinese for the world that awaits them.

The Position

Pre-K Substitute Teacher/Teaching Associate. We are looking to fill multiple substitute openings which are part-time (on-call, as needed) positions for the academic year. We are looking for both English and Mandarin speaking substitutes at the Pre-K level who are interested in stepping in as a Teaching Associate or Teacher on an as-needed basis.

Main areas of focus and responsibility:

- Follow the teacher's lesson plans.
- Take over the responsibilities of the teaching associate so the teaching associate can serve as the lead teacher.
- Assist the lead teacher by prepping activities, supporting children, preparing snack, and helping with lessons.
- Supervise children in the classroom, on the playground, and during lunch and nap.
- Use positive discipline strategies in guiding student behavior.
- Demonstrate teaching competence, a positive attitude, a willingness to accept feedback, and a professional demeanor.
- Create a positive classroom community where all children feel respected and valued.
- Communicate effectively with teachers and students.
- Deliver developmentally appropriate instruction and behavior guidance with young children.

Qualifications:

- Bachelor's Degree (in education or related field) or 2+ years of teaching experience
- Minimum of 6 ECE units
- Experience working in preschools or early childhood environments
- Excellent interpersonal and communication skills
- Experience working in and with diverse communities
- 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 & DOJ, FBI, Child Abuse Index background clearance

Valued but not required qualifications:

- Bilingual: Mandarin/English
- CPR and First Aid Certification
- Experience teaching in diverse communities

To Apply

Email your resume to prek_jobs@cais.org. In subject line please indicate "Pre-K Substitute Teacher/TA." Please *no* calls. We will contact you if we feel your experience and skills are a potential fit for the position.