



Life changing. World changing.

Chinese American International School  
seeks a

## Float Teaching Associate / After School Supervisor in 2-year-old classroom

*Full-Time, Monday to Friday, 9:00 a.m.- 5:30 p.m.*

*(Chinese and English proficiency is required.)*

Our ideal candidate for Float Teaching Associate / After School Supervisor must possess the ability to work independently *and* as part of a team. The position is responsible for the daily operations of the after school program for students in Preschool including: maintaining a positive classroom atmosphere, support children develop self-help skills, tending to behavioral issues when any arise, and acting as liaison between parents and school staff. Experience working in a school setting is ideal.

### MAIN DUTIES AND AREAS OF RESPONSIBILITY

- Supervise students in academic and recreational settings
- Facilitate student transitions
- Maintain and oversee after school supplies/snacks
- Attend to behavioral issues
- Interact with parents and school staff
- Support and facilitate enrichment activities

### REQUIRED ATTRIBUTES, SKILLS, AND EXPERIENCE

- Fluent in Mandarin and English
- Must be punctual, responsible, and reliable
- Have professional demeanor and emotional maturity
- Build rapport and communicate well with others
- Take initiative and work effectively with others
- TB clearance
- Fingerprint and Child Abuse Index clearance from the Department of Justice
- Must have a minimum of 12 ECE Units
- Preferred experience in toddler classroom
- First Aid and CPR Certified (*valued but not required*)

*CAIS offers competitive compensation based on experience.*

CAIS strives to cultivate a community of people who live the school's mission to "Embrace Chinese, become your best self, and contribute to a better world." Outside of the school day, the Auxiliary Program provides parents with a safe, nurturing, and enriching environment for their children, and students are given the opportunity to participate in both structured and unstructured activities. Roughly 92% of all CAIS students participate in two or more Auxiliary Program offerings per week.

CAIS's commitment to [diversity, equity and inclusion](#) is central to our mission. People of color and LGBT candidates are strongly encouraged to apply. Please send resume with reference letters to Auxiliary Program Director Kevin Lee by email [k\\_lee@cais.org](mailto:k_lee@cais.org) or fax 415-865-6010.



毅力 Perseverance



好奇 Curiosity



包容 Inclusion



勇气 Courage



善良 Kindness



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# CAIS as a Workplace

Chinese American International School is dedicated to attracting, developing, rewarding and retaining world-class employees 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 2022-2023 benefits package and perks including:

## Distinctively CAIS Benefits

- Down payment assistance for home purchase
- Commuter benefits provided (up to \$280/month)
- 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)
- Transparent salary benchmarked to the Bay Area's competitive standards, including annual cost-of-living adjustments

## Professional Development

- Support provided 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
- Winter Break (February) - 1 week
- Spring Break (April) - 1 week
- Summer Break - 9 weeks of summer from mid-June to mid-August
- Paid school holidays according to the school calendar
- Up to 2 additional days off for religious holidays
- Accrue 11.5 days of Sick Time annually
- Accrue 3 days of Personal Time annually

## Quality of Life and Appreciation

- Monthly appreciation lunches
- Twice-yearly Faculty/Staff Appreciation Weeks
- Annual milestones luncheon
- Free tickets to annual dinner/dance gala
- Lunar New Year luncheon
- Birthday gift card