



Life changing. World changing.

Chinese American International School seeks an

After School Supervisor

Part-Time, Monday to Friday, 3:00 p.m.- 6:00 p.m.

(This is an English language position, Chinese proficiency valued but not required.)

OPPORTUNITY

Our ideal candidate for 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 from Kindergarten through Middle School including: maintaining a positive classroom atmosphere, providing occasional help with homework, tending to behavioral issues when any arise, acting as liaison between parents and school staff, and traveling between campuses to support and facilitate the after school program. 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
- Ability to tend to behavioral issues
- Interact with parents and school staff
- Support and facilitate enrichment activities

REQUIRED ATTRIBUTES, SKILLS AND EXPERIENCE

- 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 Dept. of Justice
- First Aid and CPR Certified (valued but not required)
- Fluent in Mandarin (valued but not required)

COMPENSATION

CAIS offers competitive compensation based on experience.

ABOUT CAIS AUXILIARY PROGRAM

CAIS strives to cultivate a community of people who live the school's mission to "Embrace Chinese, become your best self, create your place in the world." The Auxiliary Program provides a safe, nurturing, and enriching environment for our students outside of the day program. CAIS offers a wide range of auxiliary services that support students outside regular school hours. Parents are provided with a safe, nurturing environment for their children, and students are given the opportunity to work on homework assignments and to participate in both structured and unstructured activities. Roughly 92% of all CAIS students participate in two or more Auxiliary Program offerings per week.

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. Please send resume with reference letters to Auxiliary Program Director Kevin Lee by email k_lee@cais.org or fax 415-865-6010.