



Life changing. World changing.

Chinese American International School seeks a

## Lower School Homeroom Lead Teacher (2023-2024)

*This is an English language position; no Chinese language proficiency required*  
**Exempt, full-time position**

### WELCOME!

Join the vibrant community at the Chinese American International School's Lower School campus (grades 2-5) as a lead Homeroom Teacher. 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*. As CAIS aims to empower independent, effective, and inspired learners, we look for a candidate adept at student-centered pedagogy such as differentiation, use of assessment to inform teaching, and Workshop-based instruction. This candidate can foster a joyful learning community that strikes a developmentally appropriate balance between deepening students' academic skills and nurturing the curiosity and creativity of our learners. Our new team member will collaborate with grade level Chinese and English partner teachers and enjoy a wealth of professional development opportunities. Within the framework of a strong curricular vision supported by English and Chinese program directors, the candidate will enjoy considerable autonomy in developing the classroom curriculum.

CAIS offers a dynamic dual culture setting in which faculty are immersed in a culture of language learners. We look for a candidate who will embrace CAIS's work to create an equitable, inclusive environment where all faculty, students, and families are supported in their individual identities. We welcome all applicants who aim to actively support and participate in our diverse and inclusive community.

### ESSENTIAL DUTIES

Position responsibilities include (*but are not limited to*):

- Demonstrate teaching excellence, a growth mindset, professionalism, and integrity.
- Support the educational program by challenging, supporting, and engaging students.
- Successfully teach all assigned classes in accordance with grade appropriate best practices.
- Encompass a positive discipline approach in guiding student behavior.
- Develop a positive intellectual, emotional, and social environment within the classroom and a class community in which all children feel valued and a sense of belonging.
- Actively support and collaborate on school initiatives, such as events and committee work.
- Use Reading and Writing Workshop models to inform English Language Arts classroom instruction and assessments.
- Work with Chinese partner teacher to develop and deliver integrated Social Studies, Math, and Diversity, Equity, and Inclusion units.
- Work collaboratively and maintain standards of respect, courtesy, and mutual consideration with the school community, including students, staff, and parents.

- Communicate effectively, promptly, and proactively with families.
- Prepare assessments, grades, and progress reports according to school procedures.
- Attend faculty and division meetings, including required meetings/events before the beginning of the school year and during the term of employment.

### ESSENTIAL REQUIREMENTS

- Bachelor's degree
- Teaching experience with demonstrated success
- Commitment to meeting the needs of individual learners and promoting social and emotional development
- Excellent interpersonal and communication skills
- Dedication to equity and inclusion and ability to work with individuals from diverse backgrounds
- Commitment to school mission, policies, and initiatives

### VALUED SKILLS AND EXPERIENCE

We value, but do not require, the following attributes:

- Teaching credential, Master's in Education (M.Ed.), or equivalent
- Personal experience with second language acquisition

### BENEFITS & COMPENSATION

The CAIS Board of Trustees and administration are expressly dedicated to ensuring that CAIS is a great place to work. The school is committed to attracting, developing, retaining, and rewarding top-tier faculty and excellent educators with a strong benefits package. CAIS has an established salary scale that recognizes experience and other qualifications including (but not limited to) education and training, leadership, and bilinguality. The salary range for this position is: \$75,800 - \$123,800. Please see the final page for a description of benefits.

### ABOUT CAIS

As the nation's first dual language Chinese and English Preschool through 8th grade school, CAIS embodies its mission by working continuously to maintain our role as a leader in immersion education. 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 currently located in the Hayes Valley neighborhood of San Francisco. We are thrilled to announce that we have purchased a [campus on 19th Avenue](#) in San Francisco which will more than double our program space and allow all divisions to be together on one spectacular campus. We anticipate moving all divisions to the new campus in the 2024-2025 school year.

### TO APPLY

CAIS's commitment to [diversity, equity and inclusion](#) is central to our mission. People of color and LGBTQIA candidates are strongly encouraged to apply. Email cover letter, resume, and list of references to [lower\\_school\\_jobs@cais.org](mailto:lower_school_jobs@cais.org), attention Kimberly Kaz. In the subject line please indicate: "Lower School English Teacher." Please no calls.



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 2023-2024 benefits package and perks including:

## Distinctively CAIS Benefits

- Down payment assistance for home purchase
- Commuter benefits (up to \$300/month)
- Trips to China and Taiwan
- Chaperone student trips to Taiwan (Taipei) and China (Guilin and Yunnan Province)
- 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
- 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