



Chinese American International School

seeks a

## **Administrative Assistant for Early Childhood Division**

*This is an English / Chinese bilingual position*

**(full time, non-exempt position, beginning August 1, 2023)**

Come join the vibrant community at the Chinese American International School's ECD division as our ECD Division Assistant. The Division Assistant works at the heart of the ECD community, collaborating with students, parents, and faculty to organize events, offer support, and generally ensure that the daily workings of the division run smoothly. We seek a high-energy individual with great attention to detail and communication skills, who loves working with and around youth and collaborating with colleagues. If you want an admin job where you are kept on your toes and make a difference in the lives of children and their families, this is a great position for you.

**Position summary:** Responsible for administrative support duties in the CAIS ECD division. The Administrative Assistant performs duties as administrative assistant utilizing knowledge of Early Childhood Education to support Head of Early Childhood, Preschool Director, teachers, and additional related CAIS program needs.

### **Main areas of focus and responsibility:**

- Support Head of Early Childhood and Preschool Director in managing ECD's administrative tasks and office duties aligning with CAIS mission, policies and initiatives.
- Occasional supervision of children.
- Receptionist support during regular school days.

### **Specific duties (not limited to):**

- First point of contact for all visitors at the Waller campus. Receive visitors including administrators, staff, parents and the public and provide information related to school, office and program operations.
- Develop positive relationships with children and families and make sure TAs have any needed support during morning care from 7:30-8:00 a.m.
- Perform clerical duties including data entry, answer telephone & emails, receive & distribute mail, maintain schedules and calendars for Head of Early Childhood and Preschool Director, etc.
- Establish and maintain all ECD filing systems (paper and digital files).
- Create forms, templates, flyers, bulletins, agendas, name labels, brochures, and other materials as needed.
- Order office and teacher supplies.

- Translate assigned English documents, digital media presentations and articles into Chinese. Translate for Chinese speaking staff and faculty, families, caregivers and visitors.
- Research data and information as assigned by the director.
- Maintain organization of the Teacher Resource Room and Parents' Resource Center.
- Maintain emergency bags and responsibility according to disaster plans during earthquake/fire drills.
- Substitute and/or contact families with immediacy and initiative for faculty when occupied with special issues.
- Substitute in the classroom or on the playground when ratio requires and floaters and substitutes not available.
- Schedule, organize logistics, and set up for meetings and special events such as bun sales, Parent Education, and parent/teacher conferences.
- Support Auxiliary Program during summer camp programs at Waller.
- Perform additional duties as necessary.
- Care for sick children until they can be picked up from school.
- Schedule and communicate with substitute teachers when needed.
- Review and submit attendance daily.
- Provide daily break coverage as needed.
- Assist the Director with employee timesheets.
- Assist the Director with the ECD newsletter and other communications.

#### **Required Qualifications:**

- Must be familiar and competent in Word, Excel, Power Point, Internet research, graphic design, and Google apps.
- Work experience in an office/administrative setting.
- Bilingual: English/Mandarin
- 12 ECE units, Child Development Teacher Permit, Child Development Associate Teacher Permit, or equivalent education
- Experience working in an early childhood setting.
- Initial and continued tuberculosis clearance.
- Initial and continued criminal background clearance by DOJ, FBI, and Child Abuse Index.
- Fully covid vaccinated and boosted

#### **Desired Qualifications (not required skills and experience):**

- Bachelor's Degree in related field
- Child Development Teacher Permit - Site Supervisor
- Patriotic CPR and First Aid Certification
- Work experience and familiarity with independent school

#### **Success Factors/Competencies:**

- Commitment to school [mission](#), [vision](#), [core values](#), policies and initiatives
- Understanding of specific calendar management needs of Division Head
- Highly organized, with the ability to multitask
- Demonstrate a refined attention to detail
- Outstanding customer service abilities
- Motivated, energetic personality and enjoy working with adolescents
- Ability to exercise professional discretion and maintain confidentiality
- Excellent oral and written communication and interpersonal skills
- Demonstrate time management with the ability to organize and manage multiple projects
- Excellent planning capabilities with an ability to think ahead and plan over academic year span

## ABOUT CAIS

As the nation's first Mandarin immersion Preschool through 8th grade school, CAIS embodies our [mission](#) by working continuously to maintain our role as a leader in immersion education. We are known as an ambitious school, and are implementing our [multi-year vision](#) to reimagine immersion, reimagine our culture of learning, reimagine our community connectedness, and reimagine our learning spaces. Our three campuses are currently located in the Hayes Valley neighborhood of San Francisco. In 2021 we purchased a 5.4 acre, 120,000 sq ft campus with top tier, theater, dance, arts, athletic, science, and tech facilities plus extensive outdoor space 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 beginning in the 2024-2025 school year. For more information, visit <https://www.cais.org/community/19th-avenue-campus/>

## COMPENSATION

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 role is \$27.00 to \$32.11 per hour. *See next page for a comprehensive list of benefits.*

## 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 [c\\_tseng@cais.org](mailto:c_tseng@cais.org). In the subject line please indicate "ECD Admin Assistant." Please no calls.



毅力 Perseverance



好奇 Curiosity



包容 Inclusion



勇气 Courage



善良 Kindness



Life Changing. World Changing.

# 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 provided (up to \$300/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

- Robust opportunities for conferences, workshops, and courses

## 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
- Spring Break
- Summer Break - month of July
- 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