



Life changing. World changing.

Chinese American International School
seeks a

After School Supervisor in 2-5 year-old classroom

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

(Chinese and English proficiency are required.)

Our ideal candidate for Preschool 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 or fax 415-865-6010.