



Life changing. World changing.



Chinese American International School seeks a
Curriculum Administrative Assistant for Chinese Language Program
(full-time, non-exempt position)

www.cais.org

OPPORTUNITY

Join the vibrant community at the Chinese American International School's new [Forever Home campus on 19th Avenue](#) as our Curriculum Administrative Assistant for the Chinese Language Program. Become part of a team striving to be the world's most innovative, inspiring, and influential Chinese English dual-language immersion school. This role works at the heart of the Chinese Language Program, collaborating with students, parents, and faculty to organize events, offer support, and generally ensure that the daily workings of our Mandarin immersion program 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

Support the whole school Curriculum by partnering with Curriculum Directors to provide administrative and technology support duties for the Chinese Language Program (approximately 80%) and English program (approximately 20%).

MAIN AREAS OF FOCUS AND RESPONSIBILITY

- Manage administrative and technology functions within the Chinese Language Program
- Successfully support Chinese Program Director

SPECIFIC DUTIES *(not limited to)*

- Basic work week is 8:00am to 4:30pm, Monday through Friday, with a daily non-compensable lunch period of 30 minutes
- Perform essential clerical duties to assist the Chinese Program Director
- Manage director's schedule
- Coordinate school cultural events, inservices, and Chinese language conferences (ECCIF, NCLC, etc)
- Assist with meeting preparation and materials
- Prepare logistics for Chinese program meetings
- Order, track and distribute curriculum materials and supplies (digital and non-digital)
- Organize & format curriculum documents, paper, digital, and multimedia
- Coordinate Chinese assessments
- Attend meetings and take detailed minutes
- File and record keeping
- Assist with logistics for outside visitors

- Assist with director's, consultants', and PD trainer's travel arrangements
- Translate documents
- Cooperate with other departments and assistants
- Other duties (ie. dismissal, recess, class supervision as assigned)

ESSENTIAL REQUIREMENTS

- Native Mandarin speaker and fully fluent in English
- Strong technical skills as required for job performance
- Ability to work in a multicultural environment
- Initial and continued tuberculosis clearance
- Initial and continued criminal background clearance by DOJ and FBI

DESIRED QUALIFICATION

- Experience working in and with diverse communities

SUCCESS FACTORS COMPETENCIES

- Commitment to school mission, policies and initiatives
- Demonstrate a refined attention to detail
- Highly organized, with the ability to multitask
- Strong writing and verbal communication skills
- Proficient in video and audio editing
- Excellent interpersonal and communication skills

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 value honest self-assessment, thoughtful self-reflection, intentional planning, and focused implementation. We are known as an ambitious school, and we are making substantial progress on our [multi-year vision](#) to reimagine immersion, reimagine our culture of learning, reimagine character and community, and reimagine our learning spaces. Since 2021, we have been using our new [campus on 19th Avenue](#) in San Francisco for athletics, arts, and community events. In September 2024, our entire community will begin the school year at our newly renovated Forever Home, which more than doubles our program space from our Hayes Valley locations and allows all divisions to be together on one spectacular 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 admin_jobs@cais.org. In the subject line please indicate "Curriculum Administrative Assistant." In your cover letter please reference how you learned of this opening. 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

- Commuter benefits provided (up to \$315/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

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 card

Professional Development

Robust opportunities for conferences, workshops, and courses