



Life changing. World changing.

Chinese American International School
seeks a

Support Teacher in 2-5 year-old classroom

Non-exempt, Part-Time, Monday to Friday, 8:00 p.m.- 2:30 p.m.

(Chinese proficiency is required.)

Our ideal candidate for Preschool Support 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, supporting children to 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
- 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. The salary range for this position is: \$21.52 - \$25.53 per hour.

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. Please note that CAIS will be moving to our Forever Home campus on 19th Avenue in time for opening day on September 3, 2024.

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 Preschool Director Chu Hsi Tseng by email c_tseng@cais.org or fax 415-865-6010.