



Life changing. World changing.



Chinese American International School
seeks a

Middle School (6-8) PE Teacher, Athletic Director

This exempt, full-time position will begin August 2025
Mandarin is *NOT* required

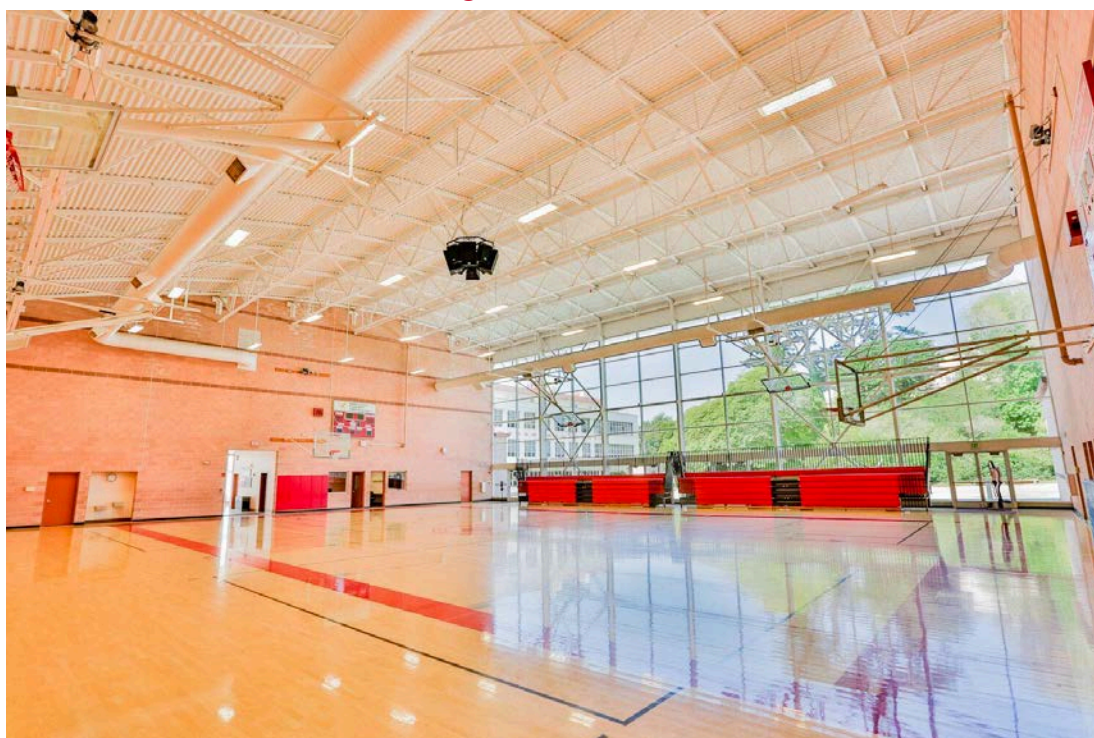
OPPORTUNITY

This is an opportunity to teach PE and develop an overall health, wellness, and physical education program at the oldest, most innovative, and most well-known Mandarin immersion school in the United States. But it is also *much, much* more. CAIS's 5.4 acre campus in the southeast of San Francisco is allowing us to transform our physical education and after-school sports programs. Our new athletic complex brings a full-size gymnasium and workout facilities, along with expansive outdoor spaces (unrivaled for an urban middle school), including a U8 youth soccer field, to meet a student and parent community that is hungry for even more and better sports opportunities. In 2023-2024 a Task Force of community stakeholders engaged in a year-long process to develop a statement addressing the question, “*What role do sports and PE play in a CAIS education?*” The resulting [Sports & PE Philosophy statement](#) is grounded in the school mission and core values.



This is the time for a creative and energetic educator to join our team and build the future of health, wellness, and competitive sports at our school. Reflecting our commitment to PE and athletics on the new campus, we will be growing our PE staff in the coming years following our move to the new campus in August of 2024. This is an exciting, growth and building opportunity at an exciting time for CAIS for the right candidate. Mandarin proficiency is *not* required.

Ang Athletic Center



Phanachet Evans Family Playground and Tai & Chan Athletic Field U8 Soccer Pitch



DUTIES

Specific duties (not limited to):

- Teach two blocks of middle school physical education per day in grades seven and eight.
- Supplement physical education instruction on an as-needed basis in other grades.
- Design curriculum for PE and goals for Athletics programs to build on the emerging community interest in our athletic program
- Identify opportunities to collaborate with other disciplines
- Design opportunities to promote community in Preschool - 8th grade
- Design effective ongoing communication to the greater school community about our Athletics program
- Make staffing recommendations, supervise, evaluate performance, and meet with staff
- Ensure PE department is meeting or exceeding all State Standards
- Oversee all athletic facilities, schedule practice use, recommend maintenance and repairs
- Supervise and coordinate the budget for all competitive sports
- Maintain student equipment and team equipment to ensure all are in working order and available for use
- Maintain accurate record keeping in terms of season reports, inventory, financial reports, injury, and emergency information for all participants
- Design and promote opportunities for Health and Wellness among faculty and staff

CAIS Representative to the San Francisco Athletic League

- Schedule all intra-school athletic events for CAIS with the San Francisco Athletic League (SFAL)
- Represent CAIS in departmental and program activities
- Enforce and interpret all athletic regulations as specified by SFAL
- Act as Tournament manager for all SFAL sports activities that are assigned to CAIS promoting the use of the Ang Athletic Center for such competitions
- Make all necessary arrangements for all non-school facilities needed in the Athletics program

Duties Pertaining to Athletic Events

- Publicize upcoming athletics events and on all sports related activities in which 3rd - 8th grades participate
- Attend all home athletic events for overall supervision and to inform visiting teams and officials of pertinent details.
- Make recommendations to the MS Division Head regarding the conduct of each activity
- Develop schedules as needed for use in publicizing all programs

REQUIREMENTS

- An appreciation for the value competitive, educational athletics can provide to middle school students
- A positive, energetic attitude that translates to the student body in a way that encourages participation and risk-taking in both physical education class and after school sports
- An understanding and appreciation of the middle school years
- Ability to work as a member of a highly collaborative and collegial faculty team
- Strong leadership and supervisory skills
- Excellent interpersonal and communication skills
- Experience teaching and leading in diverse communities
- Commitment to school mission, policies and initiatives
- Initial and continued tuberculosis clearance
- Initial and continued criminal background clearance by DOJ and FBI
- CPR and First Aid Certified

Valued but not required skills and experience:

- Bilingual: English/Mandarin
- Knowledge of martial arts and Chinese sports

ABOUT CAIS

As the nation's first dual language Chinese and English 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 we have made substantial progress on our [multi-year vision](#) to reimagine immersion, reimagine our culture of learning, reimagine our community connectedness, and reimagine our learning spaces. Our entire community began the school year at our newly renovated [campus on 19th Avenue](#).

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 position is: \$81,400 - \$129,400.



BENEFITS

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 2025-2026 benefits package and perks including:

Distinctively CAIS Benefits

- Commuter benefits (up to \$325/month)
- Chaperone student trips to Taiwan (Taipei) and China (Guilin)
- 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
- Consideration for relocation costs
- Approximately 90% adjustment to tuition for exempt employees

Health Benefits

- CAIS pays 100% of the premium for medical, dental, vision, acupuncture, chiropractic, 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

Professional Development

- Robust opportunities for conferences, workshops, and courses
- Membership in California Teacher Development Collaborative – <https://catdc.org/>

Vacation / Holiday / Paid Time Off

- Thanksgiving Break - 1 week
- Winter Break (December/January) - 2 weeks
- Spring Break (April) - 1 week
- 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
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Quality of Life and Appreciation

- Monthly appreciation lunches
- Twice-yearly Faculty/Staff Appreciation Events
- Annual milestones luncheon
- Free tickets to annual dinner/dance gala
- Lunar New Year luncheon
- Birthday gift card

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 jobs@cais.org, attention: Joe Williamson. In the subject line please indicate "MS PE/ Athletic Director." In your cover letter, please reference how you learned of this opening. Please no calls.