



Life changing. World changing.



Chinese American International School seeks a

School Health Coordinator

This is an English language position; Chinese language proficiency is a plus, but not required
Non Exempt, full-time position

WELCOME!

Join the vibrant community at the Chinese American International School as the Health Coordinator, running the Health Center for 570+ students from age 2 in Preschool through Eighth Grade.

OUR IDEAL CANDIDATE

The ideal candidate finds resonance with CAIS's mission to *Embrace Chinese, Become Our Best Selves, and Contribute to a Better World*. CAIS offers a dynamic dual culture setting in which faculty and staff are immersed in a culture of language learners. We are looking for a candidate who will embrace CAIS's work to create an equitable, inclusive environment where all faculty, students, and families are supported in their individual identities. We welcome all applicants who aim to actively support and participate in our diverse and inclusive community.

ESSENTIAL DUTIES

Position responsibilities include (*but are not limited to*):

- Provide minor and major first aid to students and employees.
- Administer various medications such as inhalers and oral medication according to physician directives and parental authorization.
- Maintain and update student health records in compliance with FERPA, HIPAA, and state regulations.
- Maintain the upkeep of the school's Health Center, including inventory and ordering of supplies
- Maintain documentation for student illness and/or injuries; submit medical incident reports for accidents.
- Ensure student immunization records are up to date and comply with CA school health laws.
- Oversee communicable disease prevention measures, including flu clinics.
- Assist in developing and updating emergency response plans (e.g., medical emergencies).
- Train staff in CPR, first aid, EpiPen use, and emergency medical protocols.
- Serve as a liaison with public health agencies (e.g., SFDPH) regarding school health regulations.
- Communicate with parents/guardians regarding student medical health concerns in a professional and confidential manner.
- Maintain and monitor the school's emergency information database for students, including health records and immunization records, ensuring compliance and proper record-keeping.
- Maintain classroom and field trip first aid kits/backpacks.

- Provide emergency care and coordinate 911 response when necessary.

ESSENTIAL REQUIREMENTS

- CPR/AED First Aid certification
- Strategic thinking skills and the ability to turn ideas into action
- Ability to work closely and collaboratively with the school leadership team
- Ability to make decisions and deliver information to parents with clarity and compassion
- Collaborative team player
- Ability to solve problems and work independently and in a group setting
- Strong communication skills - interpersonal communication, written and verbal skills
- Excellent organizational and time management skills
- Mandarin proficiency is an asset, but *not* required
- Strong computer skills; proficient in Google Suite and Microsoft Office
- Commitment to the school's [mission](#), [core values](#), [vision](#), and annual strategic objectives
- Commitment to the school's approach to diversity, equity, inclusion, and belonging

PREFERRED SKILLS AND EXPERIENCE

- Registered Nurse license (RN) issued by the State of California
- Licensed Vocational Nurse (LVN) issued by the State of California
- California EMT License
- Certified Nursing Assistant (CNA) issued by the State of California
- Bachelor's and/or Master's Degree
- Experience in pediatric or school health care

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 bilingualism. The pay range for this position is: \$33.65 - \$48.30 hourly.

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)
- 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, 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

Vacation / Holiday / Paid Time Off

- Thanksgiving Break - 1 week
- Winter Break (December/January) - 2 weeks
- Paid holidays according to the school calendar
- Up to 2 additional days off for religious holidays
- Accrue 11.5 days of Sick Time annually
- Accrue 10 to 20 days of Vacation Time annually based on years of service

Quality of Life and Appreciation

- Staff appreciation lunches
- Twice-yearly Faculty/Staff Appreciation Events
- Annual end-of-year milestone luncheon celebration
- Free tickets to the annual dinner gala
- Lunar New Year luncheon
- Thanksgiving 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. In the subject line, please indicate "School Health Coordinator." In your cover letter, please reference how you learned of this opening. Please, no calls.