



Life changing. World changing.



Chinese American International School in San Francisco, CA seeks a

## Math Specialist (K-8th Grade)

Exempt, full-time position beginning school year 2026-2027  
*This position does not require fluency in Mandarin*

### WELCOME!

Join the vibrant community at the Chinese American International School in San Francisco, CA as the K-8 Math Specialist. A new position for CAIS, the Math Specialist reports to the Director of Curriculum, Instruction, and Professional Development, with whom they will collaborate closely to support the implementation and development of CAIS' home grown grades K-5 bilingual math curriculum in both Chinese and English, and the accelerated CPM curriculum in grades 6-8. Over the past 4 years, CAIS has put significant effort and resources into developing our mission-relevant math program, including the development of our own curriculum, deep professional learning on core instructional strategies and assessment, and full faculty engagement in building a culture of mathematical curiosity and joy. We hold deep pride in this work, and look forward to welcoming an instructional leader who will steward it moving forward. CAIS enjoys a schedule that prioritizes teacher collaboration time and professional learning, and the Math Specialist will find systems and structures to support their work, along with leadership development and mentorship, a generous professional development budget, and a deeply collaborative faculty culture.

### OUR IDEAL CANDIDATE

Our ideal candidate finds resonance with our mission, and is energized by working in a collaborative bilingual, multicultural environment, solving unique challenges and charting new paths. They have a vision of how to uphold our school mission and values through mathematics, and are able to articulate this to various stakeholders. Demonstrated success in mathematics instruction across grade levels, a deep understanding of mathematical pedagogy and development across the ages, as well as strong collaboration skills will contribute to a candidate's success. We value a candidate who brings an understanding of principles of adult learning and an ability to collaborate with and mentor peers. The ideal candidate will enjoy the challenge of building the systems and relationships that will bring this role success, and will do so with flexibility, reflectiveness, and openness.



## ESSENTIAL DUTIES AND RESPONSIBILITIES

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

### 1. Instructional Coaching and Support

- **Coaching:** Provide ongoing, individualized instructional support and coaching to K-8 classroom teachers, focusing on effective math pedagogical practices, teaching up, and differentiating instruction.
- **Best Practices:** Promote research-based, high-leverage instructional strategies, such as the use of math discourse, conceptual understanding, problem-solving, and the effective use of manipulatives.
- **Facilitation:** Collaborate with the Directors of Curriculum to design and lead high-quality, targeted professional development sessions for faculty on curriculum, differentiated instruction, assessment strategies, and other relevant math topics.
- **Learning Environment:** Help teachers create engaging, joyful, and mathematically rich classroom environments.

### 2. Targeted Intervention for Math Club

- **Direct Instruction:** Coordinate and directly deliver small-group instruction (math club) or interventions for students who require additional support or challenge in mathematics. Create sustainable intervention structures across the grades.
- **Communication:** Liaise with the Student Support Team to implement learning plans and provide progress monitoring information. Communicate with parents about student learning as needed.

- **Progress Monitoring:** Establish and manage systems for tracking student progress toward grade-level math standards and individualized goals.

### 3. Curriculum

- **Implementation:** Support instructional fidelity of K-8 math curricula, instructional materials, and resources. Ensure alignment with the **CAIS Bilingual Math Standards** (an integration of the Taiwanese National Standards and the CCSS).
- **Documentation:** Maintain and refine clear, coherent, and sequential K-8 mathematics planning documents and unit pacing guides.
- **Resource Curation:** Identify and manage a collection of supplementary resources to support diverse learning styles and needs.
- **Equity Focus:** Ensure the curriculum promotes mathematical understanding and access for all students, including those needing remediation or enrichment.

### 4. School-Wide Engagement

- **Parent Workshops:** Collaborate with the Directors of Curriculum to develop and lead workshops and information sessions for parents/guardians to enhance their understanding of the math curriculum, instruction, and ways to support their child's mathematical learning at home.
- **Community Engagement:** Foster a school-wide culture that values mathematical thinking and problem-solving.

## ESSENTIAL REQUIREMENTS

- **Education:** Bachelor's Degree in Mathematics, Education, Curriculum & Instruction, or related field required, Master's preferred
- **Experience:** A minimum of **5 years of successful K-8 classroom teaching experience**, with experience working with various age groups, and demonstrated success in mathematics instruction. Prior experience as a Math Coach, Math Specialist, or Curriculum Coordinator is highly desirable.
- **Language:** English proficiency required, Mandarin proficiency desired though not required; Candidates, regardless of language proficiency, should be able to articulate how they will play a supportive role in both English and Chinese classrooms.
- **Knowledge:** Deep understanding of child development and K-8 mathematical content, pedagogy, and learning progression. Understanding of adult learning principles and coaching structures are highly desired.
- **Skills:** Excellent communication, collaboration, and presentation skills. Proven ability to analyze data and use it to drive instructional improvement.
- **Collaboration:** This role requires a collaborative leader and practitioner who can work effectively with teachers, administrators, students, and parents

## ABOUT CAIS

As the nation's first Mandarin immersion day school, Chinese American International School (CAIS) is an independent Preschool through 8th grade school in San Francisco. Our mission—*Embrace Chinese, Become Our Best Selves, and Contribute to a Better World*—guides every aspect of our work. CAIS prepares students to navigate and contribute to an interconnected world through language, culture, and character development.

Our new campus and state-of-the-art performing arts facilities provide an exceptional foundation for creative teaching, learning, and community engagement.

## COMPENSATION

CAIS offers a competitive salary commensurate with experience and education, as well as a comprehensive benefits package. The compensation range of \$88,900-\$129,400 reflects the full-time, school-year position.

## 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. Interested candidates should email a cover letter, resume, and list of references to [jobs@cais.org](mailto:jobs@cais.org), attention: Cristina Calcagno. In the subject line please indicate "Math Specialist." In your cover letter, please reference how you learned of this opening. Please no calls.



Life Changing. World Changing. 豐力 Perseverance



好奇 Curiosity



包容 Inclusion



勇气 Courage



善良 Kindness

# CAIS AS A WORKPLACE

## BENEFITS

CAIS 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 2026-2027 benefits package and perks including:

### Distinctively CAIS Benefits

- Commuter benefits (up to \$340/month)
- Chaperone student trips to Taiwan (Taipei) and China (Guilin and Yunnan Province)
- 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

### Professional Development

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

### 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
- Winter Break (February) - 1 week
- Spring Break (April) - 1 week
- Summer Break - 9 weeks of summer from mid-June to mid-August
- 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 Events
- Annual milestones luncheon
- Free tickets to annual dinner/dance gala
- Lunar New Year luncheon
- Birthday gift card