



Life changing. World changing.



Chinese American International School in San Francisco, CA
seeks an

After School Supervisor in 2-5-year-old classroom Part-Time, Monday to Friday, 3:00-6:00 p.m.

(Chinese(Mandarin) and English proficiency are required.)

Our ideal candidate for the Preschool After School Supervisor position must be able 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 in developing self-help skills, addressing behavioral issues when they arise, and acting as a liaison between parents and school staff. Experience working in a school setting is ideal.

MAIN DUTIES AND AREAS OF RESPONSIBILITY

- Supervise students in play 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 and English
- Must be punctual, responsible, and reliable
- Have a 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 a 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: \$21.00 to \$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. Roughly 92% of all CAIS students participate in two or more Auxiliary Program offerings per week.

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 your resume with reference letters to Associate Preschool Director Agnes Tong by email a_tong@cais.org