



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