



Life changing. World changing.



Chinese American International School seeks a School Security Guard

This is an English language position; NO Chinese language proficiency required.

Non-exempt, full-time position

**Typical 8-hour shift schedules are Monday-Friday,
Between 7AM to 6PM with overtime opportunities**

OPPORTUNITY

We are interviewing immediately for a school security guard for the CAIS campus located at 3250 19th Avenue in San Francisco. We are seeking to hire a qualified Security Officer for a School Campus. The positions are full time and come with benefits.

The School Security Guard will provide a range of services including patrolling the camps by foot and providing information to visitors while providing a presence to deter and abate unwanted activities and behaviors on campus. In addition, the position provides traffic control and cross guard duties. School Security Guards work outdoors, under all weather conditions. The Security Guard is expected to physically patrol the premises throughout their shift.

ESSENTIAL DUTIES

- Patrols campus buildings, grounds, and roadways on foot to ensure safety and campus perimeter security and provides traffic management and cross guard duties
- Opens and closes the campus
- Ensures that the campus grounds and perimeter are safe, turns on lights and patrols all building spaces to ensure that campus is safe for opening
- Opens and closes car and pedestrian gates
- Closes campus by ensuring that building is properly secured, patrolling all spaces, turning lights off and ensuring that the campus perimeter is secure and closes car and pedestrian gates
- Works in tandem with the front office, greeting and directing visitors to the front office when checking-in and exiting during the school day
- Maintains active presence in public areas to enhance safety. May escort individuals to parked vehicles. Reports parking rules and regulations violations.
- Observes, investigates, and reports potentially dangerous conditions and the presence of unauthorized persons on grounds or in buildings
- Responds to, assesses, and deals with disturbances according to department policy
- Calls for assistance from community-based police services as required. Observes and documents details of occurrences.
- Reports detected leaks or malfunctions of electrical, plumbing, heating, or other equipment and notifies appropriate departments of impaired equipment
- Reports emergency medical situations, summoning the appropriate emergency medical services
- Conducts investigations of reported injuries and accidents
- Responds to incidents putting students, staff, and the general public at risk or harm

- Detects and reports fire hazards, extinguishing small blazes and reporting fires to the local Fire Department using established emergency communications protocols
- Responds to fire and burglar alarms, summoning police and fire department personnel as needed
- Assists with traffic at fire, special events and other congested situations
- Assists with security and facilitates movement of pedestrians and vehicles at campus functions
- Answers questions from students, staff and the public concerning local and State laws, procedures, and activities of the department. Provides information and responds to questions from students, staff, and the public.

QUALIFICATIONS

- Eligibility to work in the United States
- Excellent interpersonal and written skills; bilingual English/Mandarin is a plus
- Unarmed presence at all times
- Maintain a professional, well-groomed, and appropriate appearance
- Ability to maintain professionalism and appropriate demeanor when working with students
- Must be willing and able to do considerable walking in order to make required rounds on campus (5-8 miles per shift)
- Stamina and ability to work in inclement weather
- Experience working in proximity to children is a plus

REQUIREMENTS

- Be a minimum of 21 years of age
- Current BSIS Guard Card License
- Must successfully complete a LiveScan background screening to be eligible for employment, and a TB Clearance
- Must be able to provide at least 3 professional references
- Must be able to work outdoors in all conditions with provided inclement weather gear
- Must be able to lift 50 lbs
- High School Diploma (or equivalent)
- Reliable form of transportation to campus location
- Basic computer, tablet, and smartphone proficiency
- Must complete all school compliance training and requirements

COMPENSATION & BENEFITS

The CAIS Board of Trustees and administration are expressly dedicated to ensuring that CAIS is a great place to work. The school is committed to attracting, developing, retaining, and rewarding top-tier team members with a strong benefits package. The salary for this position is \$26-\$29 per hour. Please see the final page for a description of benefits.

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.

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.

Please click [here](#) to apply.



毅力 Perseverance



好奇 Curiosity



包容 Inclusion



勇气 Courage



善良 Kindness



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CAIS as a Workplace

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 provided (up to \$340/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

Professional Development

- Robust opportunities for conferences, workshops, and courses

Health Benefits

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

- 10 Paid Federal holidays
- Up to 2 additional days off for religious holidays
- Accrue 92 hours of Sick Time annually
- Accrue 10 to 20 days of Vacation Time annually based on years of service

Quality of Life and Appreciation

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