



Life changing. World changing.



Chinese American International School

seeks a

Lower School Administrative Assistant

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

(full time, non-exempt position, beginning October)

Come join the vibrant community at Chinese American International School as our Lower School Division Assistant. The Division Assistant works at the heart of the lower school (1st-5th grade) community, collaborating with students, parents, and faculty to organize events, offer support, and generally ensure that the daily workings of the division run smoothly. We seek a high-energy individual with great attention to detail and communication skills, who loves working with and around youth and collaborating with colleagues. If you want an admin job where you are kept on your toes and make a difference in the lives of children and their families, this is a great position for you.

Position summary: Responsible for administrative support duties in the CAIS Lower School.

MAIN AREAS OF FOCUS AND RESPONSIBILITY:

- Manage administrative functions within the school division
- Successfully support the Lower School Director
- Successfully coordinate Lower School events

ESSENTIAL FUNCTIONS *(not limited to):*

- **Class Coverage:** Ensure that classes are covered in the event of teacher absenteeism, often by using Swing; may need to substitute in classes and cover collateral duties when teachers are absent
- **Attendance:** Notify families of excessive absences or tardies
- **Coordinate/co-coordinate events:** Back to School Night, Outdoor education, parent-teacher conferences, Halloween Parade, Photo Day, Thanksgiving luncheon, 5th Grade Promotion, LS Division faculty celebrations, etc; select catering company to prepare food for events, coordinate with facilities and IT personnel for event needs, monitor event timelines to ensure deadlines are met, send out invitations and manage RSVP lists, manage correspondences
- **Scheduling:** Schedule meetings, conferences, and appointments for lower school faculty and Director; maintain calendar of Division Director; reserve meeting sites; contact and confirm appointments and meetings
- **Acting as registrar,** maintain cumulative folders of current and former students, ensuring that files are organized and secure. Download and send transcripts and progress reports to alternative schools and parents
- **Purchase materials and supplies** according to the purchasing procedures

- Processes and Protocols: Facilitate processes such as hiring and recruitment, safety drills and checks, etc and maintain and update the standard operating protocols associated with these
- Additional duties as requested by Lower School Director

REQUIRED QUALIFICATIONS (essential skills and experience):

- 2-3 years of administrative/clerical work experience
- Technical/Computer skills as required for job performance
- Initial and continued tuberculosis clearance
- Initial and continued criminal background clearance by DOJ and FBI

DESIRED QUALIFICATIONS (not required skills and experience):

- Possess an associate's or bachelor's degree
- Proficiency in MS Office Suite, Google Applications and Mac basics
- CPR and First Aid Certification
- Work experience and familiarity with independent school

SUCCESS FACTORS/COMPETENCIES:

- Commitment to school [mission](#), [vision](#), [core values](#), policies and initiatives
- Understanding of specific calendar management needs of Division Director
- Highly organized, with the ability to multitask
- Demonstrates a refined attention to detail
- Outstanding customer service abilities
- Motivated, energetic personality and enjoy working with adolescents
- Ability to exercise professional discretion and maintain confidentiality
- Excellent oral and written communication and interpersonal skills
- Demonstrate time management with the ability to organize and manage multiple projects
- Excellent planning capabilities with an ability to think ahead and plan over academic year span

ABOUT CAIS

As the nation's first Mandarin Immersion Preschool through 8th grade school, CAIS embodies our mission by working continuously to maintain our role as a leader in immersion education. We value honest self-assessment, thoughtful self-reflection, intentional planning and focused implementation. We are known as an ambitious school, and are now happily settled into our forever home on 19th Avenue in San Francisco, as we explore all the ways we can grow on this 5.4 acre campus.

COMPENSATION

CAIS has a salary scale that recognizes experience and other qualifications including (but not limited to) education and training, leadership, and bilinguality. The salary range for this position is: \$28 - \$34 per hour, depending on experience.

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 2026-2027 benefits package and perks including:

Distinctively CAIS Benefits

- Commuter benefits (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

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
- Spring Break (April) - 1 week
- Summer Break - month of July
- 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

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. Click [here](#) to apply. Please no calls.