Life changing. World changing.

Chinese American International School in San Francisco, CA seeks a

Middle School Learning Support Specialist

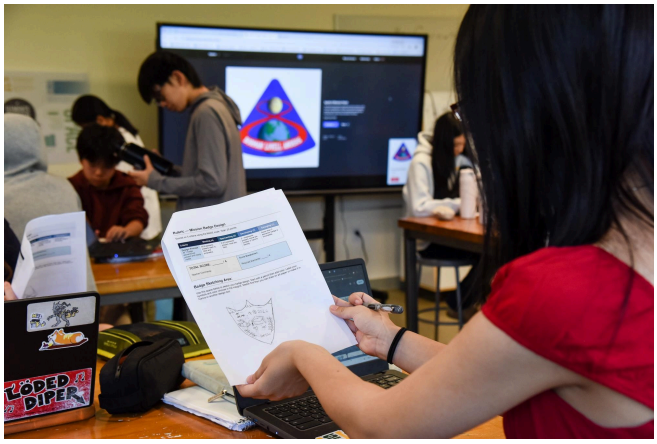
Exempt, .8 position for the 2026-2027 school year
*This position does **not** require fluency in Mandarin*

OPPORTUNITY

Join the vibrant community at the Chinese American International School's new Forever Home campus on 19th Avenue as a Middle School Learning Support Specialist. Become part of a team striving to be the world's most innovative, inspiring, and influential Chinese English dual-language immersion school.

OUR IDEAL CANDIDATE

The ideal candidate finds resonance with CAIS's mission to Embrace Chinese, Become Our Best Selves, and Contribute to a Better World and our Core Values of Courage, Curiosity, Inclusion, Kindness, and Perseverance. This candidate thrives in a multicultural, collaborative environment. Chinese language proficiency is not required for this position; however, candidates with Chinese language skills and experience working in a Chinese immersion environment are encouraged to apply.



Our ideal candidate brings expertise in academic intervention and a deep commitment to supporting students with diverse learning profiles, including those with learning differences, ADHD, autism, and other neurodevelopmental differences. As our Middle School Learning Support Specialist, you will bring a strong understanding of adolescent cognitive, social, and emotional development to focus on building students' executive functioning skills, fostering independence, and helping students access their strengths while navigating the academic and social demands of middle school. You will work collaboratively with classroom teachers, families, and outside therapists to ensure consistent, coordinated support across all settings.

ESSENTIAL DUTIES

Position responsibilities include (but are not limited to):

Academic Intervention & Support

- Provide direct academic intervention in small groups or one-to-one settings, targeting skill gaps in reading, writing, and study skills.
- Work with Chinese and English classroom teachers and specialists to differentiate instruction and implement accommodations and high-impact strategies that support students' developmental needs, academic learning, and language acquisition across both language contexts.
- Monitor student progress through data collection and progress monitoring tools.
- Develop and implement individualized support plans based on evaluations in collaboration with students, families, and teachers.

Executive Functioning Coaching

- Teach and reinforce executive functioning strategies, including organization, time management, task initiation, planning, and self-monitoring.
- Coach teachers in implementing universal executive functioning supports at the point of instruction, embedding strategies into daily classroom routines.
- Support students in developing systems for managing materials, assignments, and long-term projects.
- Coach students in breaking down complex tasks, setting goals, and tracking progress.
- Facilitate the development of self-advocacy skills.

Neurodevelopmental Support

- Understand and support students with ADHD, autism, dyslexia, dyscalculia, and other neurodevelopmental differences.
- Implement evidence-based interventions tailored to individual learning profiles.
- Collaborate with the middle school counselor to support emotional regulation, flexible thinking, and social communication skills.
- Provide co-regulation and self-regulation strategies.
- Create structured, predictable environments that reduce anxiety and support success.

Collaboration & Communication

- Partner with Chinese and English teachers to ensure consistent implementation of support strategies across both language environments.
- Participate in Student Support Team (SST) meetings and contribute to systems and individual student planning.
- Communicate regularly with families about student progress, strategies, and goals.
- Coordinate with outside providers (psychologists, therapists, educational specialists) as needed.
- Maintain accurate records, including progress notes and support plans.

Advocacy & Professional Development

- Advocate for inclusive practices and neuro-affirming approaches.
- Stay current on research and best practices related to learning differences and interventions.
- Participate in professional development opportunities.

ESSENTIAL REQUIREMENTS

- Bachelor's degree
- Minimum: 2 years teaching experience working with students who are neurodiverse and/or have learning disabilities.
- Understanding of language-based learning disabilities, ADHD, executive functioning challenges, anxiety, autism spectrum disorder (ASD), and other learning differences.
- Strong organizational skills and expertise in assessing, implementing, and overseeing individualized student learning plans
- Excellent interpersonal and communication skills
- Dedication to equity and inclusion and ability to work collaboratively with individuals from diverse backgrounds
- Commitment to school mission, policies, and initiatives

VALUED SKILLS AND EXPERIENCE

We value, but do not require, the following attributes:

- Experience supporting multi-lingual learners
- Experience working in a multi-cultural environment
- Master's degree in Special Education, Educational Therapy, Reading Specialist, School Psychology, or a related field
- Mandarin language skills

COMPENSATION

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 employees with a strong benefits package (see final page for details). The salary range for this position is: $84,700 - $120,100, depending on experience.

ABOUT CAIS

As the nation's first Mandarin Immersion Preschool through 8th grade school, CAIS embodies our Mission and Core Values by working continuously to maintain our role as a leader in immersion education. In September 2024, our entire community moved to our new campus on 19th Avenue in San Francisco, which more than doubled our program space from our Hayes Valley locations and now allows all divisions to be together on one spectacular campus.

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, and please no calls.

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 benefits package and perks including:

Distinctively CAIS Benefits

- Commuter benefits provided (up to $340/month)
- Trips to China and Taiwan
- Chaperone student trips to Taiwan (Taipei) and China (Guilin)
- 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

- Support provided for conferences, workshops, and courses
- Introductory Chinese class for faculty/staff
- Membership in California Teacher Development Collaborative — https://catdc.org/

Health Benefits

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