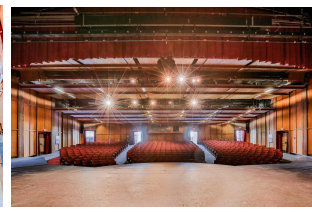
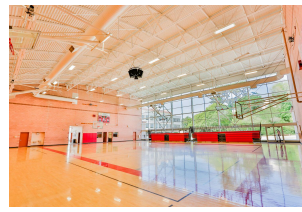


Life changing. World changing.



Chinese American International School seeks a

## Lower School Bilingual Teaching Associate (2024-2025)

*Mandarin & English proficiency required*  
Non-exempt, full-time position

### WELCOME!

Join the vibrant community at the Chinese American International School's new Forever Home campus on 19th Avenue as a bilingual teaching associate. Become part of a team striving to be the world's most innovative, inspiring, and influential Mandarin-English dual-language immersion school. As a distinctive aspect of your work at CAIS, you will also help students navigate their way in a bilingual and bicultural school setting, guiding them to hone global skills and competencies and prepare to make a difference in the world around them.

### 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*; our [Core Values](#) of *Courage, Curiosity, Inclusion, Kindness, and Perseverance*; and our [Strategic Vision 2020-2025](#) to *Reimagine CAIS, Reimagine Success*. As CAIS aims to empower independent, effective, and inspired learners, we look for a candidate who seeks to become proficient in student-centered pedagogy such as differentiation, use of assessment to inform teaching, and Workshop-based instruction. The candidate will enter an environment that values social emotional learning alongside academic challenge. Teaching Associates are mentored by and coordinate student learning with an experienced classroom lead teacher.

CAIS offers a dynamic dual culture setting in which faculty are immersed in a culture of language learners. We look for a candidate who will embrace CAIS's work to create an equitable, inclusive environment where all faculty, students, and families are supported in their individual identities. We welcome all applicants who aim to actively support and participate in our diverse and inclusive community.

### ESSENTIAL DUTIES

Position responsibilities include (*but are not limited to*):

- Develop a positive intellectual, emotional, and social environment within the classroom and a class community in which all children feel valued and a sense of belonging
- Encompass a positive discipline approach in guiding student behavior
- Work collaboratively and maintain standards of respect, courtesy, and mutual consideration with the school community, including students, staff, and parents
- In coordination with the lead teacher, plan and implement engaging learning experiences in alignment with the curriculum for individual, small and large group activities
- Assist in the daily operations of the classroom

- Meet the varied needs of children in the classroom by scaffolding and extending classroom lessons
- Provide for the physical safety of children
- Support the daily operations of the school by assisting with arrival and drop-off
- Actively supervise students during lunch and/or recess times
- Attend required meetings
- Substitute for the teacher by independently leading the class
- Keep current in pedagogical thinking, strategies and techniques
- Demonstrate an affirming attitude toward the school, a willingness to receive feedback, and professional demeanor and integrity

### ESSENTIAL REQUIREMENTS

- Bachelor's degree strongly preferred
- Bilinguality in Mandarin and English (OPI level *Advanced-Low* with non-native language)
- Experience working with children
- Desire to develop as an educator
- Commitment to meeting the needs of individual learners and promoting social and emotional development
- Commitment to school mission, policies, and initiatives

### VALUED SKILLS AND EXPERIENCE

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

- Personal experience with second language acquisition
- Training or experience in elementary classrooms preferred
- College coursework in education

### 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 faculty and excellent educators with a strong benefits package. CAIS has an established 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: \$21.00-\$25.53 per hour. Please see the final page for a description of benefits.

### 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 we are making substantial progress on our [multi-year vision](#) to reimagine immersion, reimagine our culture of learning, reimagine character and community, and reimagine our learning spaces. Since 2021, we have been using our new [campus on 19th Avenue](#) in San Francisco for athletics, arts, and community events. In September 2024, our entire community will begin the school year at our newly renovated Forever Home, which more than doubles our program space from our Hayes Valley locations and 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.

Email cover letter, resume, and list of references to [lower\\_school\\_jobs@cais.org](mailto:lower_school_jobs@cais.org), attention Kimberly Kaz. In the subject line please indicate: "LS Bilingual Teaching Associate." Please no calls.



毅力 Perseverance



好奇 Curiosity



包容 Inclusion



勇气 Courage



善良 Kindness



Life Changing. World Changing.

# 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 2024-2025 benefits package and perks including:

## Distinctively CAIS Benefits

- Commuter benefits (up to \$315/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)

## 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
- 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