



Life changing. World changing.



Chinese American International School seeks a Kindergarten English Teaching Associate

*This is an English language position, proficiency in Chinese is **not** required.*
Non-exempt, full-time position

OPPORTUNITY

Join the vibrant community at the Chinese American International School's new Forever Home campus on 19th Avenue as a Kindergarten English Teaching Associate. 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*; 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 adept at student-centered pedagogy such as differentiation, use of assessment to inform teaching, and Workshop-based instruction. This candidate can foster a joyful learning community that strikes a developmentally appropriate balance between deepening students' academic skills and nurturing the curiosity and creativity of our learners. Our new team members will collaborate with Kindergarten colleagues and enjoy a wealth of professional development opportunities.

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*):

- Work with Kindergarten to team to provide daily open-ended activities that embrace child-centered pedagogy and play-based curriculum
- Support classroom teachers to prepare curriculum and assist in instruction and assessment to align with school mission, policies, goals, and initiatives
- Support young children throughout the day, including outdoor play, lunch, transitions
- Lead small group instruction in collaboration with and guidance from the teacher
- Provide for the physical safety of children
- Support the daily operations of the school by assisting with arrival and drop-off
- Be knowledgeable of and follow school policies and procedures, in particular those dealing with confidentiality, cross-cultural understanding, discipline, harassment and communication, health and safety or licensing regulations

- Communicate with lead teacher for feedback on professional growth and development
- Interact with children using positive, supportive, and respectful attitude, language, and tone, using a Positive Discipline approach to guide behavior
- 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
- Work collaboratively and maintain standards of respect, courtesy, and mutual consideration with the school community, including students, staff, and parents

ESSENTIAL REQUIREMENTS

- Interest in child development or early childhood education
- Excellent interpersonal and communication skills
- Ability to work with colleagues from different backgrounds
- Commitment to school mission, policies, and initiatives
- Technical/Computer skills as required for job performance
- Initial and continued tuberculosis clearance
- Initial and continued criminal background clearance by DOJ and FBI

VALUED SKILLS & EXPERIENCE

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

- 12 ECE units or Child Development Teacher Permit
- Bachelor's degree preferred

BENEFITS & 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. The salary range for this position is: \$21.52-\$26.54 per hour, based on experience. 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. In September 2024, our entire community began the school year at 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. For information about our Early Childhood Center (ECC), visit the [website](#).

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 jobs@cais.org. In the subject line please indicate: "Kindergarten English Teaching Associate." Please no calls.



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 \$325/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

- 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