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Chinese American International School  
seeks an

## Interim Early Childhood Division Director

*This is an English language position; Chinese language proficiency preferred but not required.*

**Exempt, full-time position**

### **OPPORTUNITY**

With our beloved ECD Director Britta Pells taking advantage of an unexpected opportunity for her family to move abroad, CAIS is looking for an Interim Director of our Early Childhood Division. *Given the late date in the traditional hiring cycle, this post is structured as Interim for 2019-2020, with the intention to name a permanent ECD Director for 2020-2021.*

### **OUR IDEAL CANDIDATE**

The ideal candidate finds resonance with CAIS's mission to *Embrace Chinese, Become your Best Self, and Create your Place in the World*. This candidate will be joining the vibrant community at the [Early Childhood Division campus](#) (serving 72 children in Pre-K 3 and Pre-K 4) as part of a team striving to be the world's most innovative, inspiring, and influential Chinese English dual-language immersion school. 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. A significant challenge and opportunity for the ECD director will be to align best practices in child-centered early childhood education with solid second language acquisition.

### **BENEFITS**

The Board of Trustees has committed to attracting, developing, retaining, and rewarding top-tier educators with a benefits package including:

- Robust opportunities for professional development
- Comprehensive insurance package (covering 100% of premiums for individual employee)

- Numerous opportunities to participate in international travel
- Free parking provided
- Consideration for relocation
- Down payment assistance for home purchase
- Below-market rental process assistance and realtor services provided for rental search

**ESSENTIAL  
DUTIES**

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

- Supervise and develop faculty
- Ensure licensing compliance
- Organize and lead parent education opportunities. Provide parenting support for families.
- Create a healthy, productive parent culture
- Serve as a thought leader for faculty and lead professional development
- Work closely with the Admissions Director to play an integral role in Pre-K admissions
- Welcome new families and facilitate a positive transition for students into the Pre-K
- Work closely with the Pre-K counselor and Director of Student Services to lead the Pre-K student support team and ensure all students receive adequate support
- Work with lower school leadership to ensure a smooth transition for students from the Pre-K to kindergarten
- Work with Director of Finance and facilities manager NCIS to oversee and maintain facilities
- Work with Auxiliary Director to ensure program alignment and smooth operation of aftercare, minicamps, and summer program

**ESSENTIAL  
REQUIREMENTS**

- Child Development Site Supervisor Permit *or* 15 units of early childhood education + 4 years early childhood teaching experience
- Bachelor’s Degree required; Master’s Degree preferred
- Bilingual strongly preferred

**VALUED SKILLS  
AND  
EXPERIENCE**

We seek the following attributes:

- Experience with instructional coaching and developing faculty
- Passion for early childhood education
- Knowledge of and experience with various child-centered pedagogies

- Interest in and ability to align best practice in early childhood, child-centered pedagogies and second language acquisition
- Strategic thinking skills and the ability to turn ideas into action
- Ability to manage change initiatives
- Work closely and collaboratively with school leadership team
- Outstanding communication skills, including public speaking, interpersonal communication, and writing
- Ability to make tough decisions and deliver difficult news with compassion, clarity, and firmness
- Interest in aligning ECD and lower school programs
- Interest in offering parenting support
- Ability to set expectations about parent behavior, hold parents accountable for contributing to a positive parent culture
- Dedication to equity and inclusion and ability to work with individuals from diverse backgrounds
- Commitment to school mission, policies, and initiatives
- Experience with second language acquisition

## ABOUT CAIS

As the nation's first dual language Chinese and English Pre-K through 8th grade school, CAIS embodies this mission by working continuously to maintain our role as a leader in immersion education. At CAIS we value honest self-assessment, thoughtful self-reflection, intentional planning and focused implementation. We are known as an ambitious school, and in recent years we have introduced and implemented a number of significant initiatives in the areas of [overseas programing](#), [student support services](#), [systematic assessment in Chinese](#), Reading and Writing Workshop across languages, [educational technology](#), [integrated curriculum units across subjects and languages](#), [the arts](#), [diversity equity and inclusion](#), and daily scheduled team collaboration time as a part of a professional learning community, to name a few.

Our three campuses are located in the heart of San Francisco and accessible by public transportation in San Francisco. The lively neighborhood echoes the school's vital energy and provides ready access to cultural treasures such as the Asian Art Museum, SF Jazz, the San Francisco Symphony and more.

For more information, visit  
<https://www.cais.org/about-us/employment>

**TO APPLY**

CAIS's commitment to [diversity, equity and inclusion](#) is central to our mission. People of color and LGBTQ+ candidates are strongly encouraged to apply.

Email cover letter, resume, and list of references to [jobs@cais.org](mailto:jobs@cais.org). In subject line please indicate "Early Childhood Director" Please no calls.