Position Announcement
Infant/Preschool Floaters, Wah Mei School

Agency Overview. Wah Mei is a nonprofit organization created to provide a safe and nurturing, high-quality Chinese-English bilingual/bicultural education that promotes early child development, while building a supportive community for families. Wah Mei leadership supports a learning environment for caring staff to provide healthy happy early experiences within well-equipped facilities. Effective January 2020, Wah Mei will build on its over 40 years of experience and assume management of two federally-owned preschool sites, one in the San Francisco Financial District (50+ zero to five-year-old children), and one in the Civic Center (100+ zero to five-year-old children). Wah Mei has an immediate need for the right persons to join our vibrant community.

Position Overview. Wah Mei seeks full-time Floaters, who will be responsible for supporting teaching teams as needed to create a stable and consistent experience for the children. The Floater will assist in activities to maintain a caring and safe environment. Specifically, the Floater serves as classroom staff when Teachers are away; helps prepare for meals and naps; supports children during transition time; helps supervise children during field trips, supports pick-up and drop-off time; and plays a critical role in ensuring smooth operation of classroom activities and school. The position is non-exempt and offers benefits and competitive pay, commensurate with experience.

Key Responsibilities

- Actively engage in classroom activities, including reflective interaction with infants and/or preschoolers to provide a safe and creative learning environment, including individualized attention to help each child learn;
- Manage cleanliness, order, and availability of classroom materials; help with the setup and smooth transition of the environment for such things as meals, naps, and yard time;
- Perform other duties as assigned.

Knowledge, Traits and Other Requirements. Wah Mei welcomes applications from persons who have a passion for working with children and have a strong understanding of child development. The ideal Floater loves children, is reliable and flexible, is energetic, works cooperatively with other staff members, and accepts direction and feedback for improvement. Applicants should have strong communication skills and basic computer skills. Cantonese or Mandarin proficiency is a plus. Additionally, the candidate should:

- Hold an Associate Degree in ECE or a minimum of 12 hours of ECE Credit
- Pass TB and medical clearance
- Pass fingerprint and Federal clearance
- CPR and First Aid Certification preferred
- Able to engage in active play
- Can lift and carry up to 30 lbs.

To Apply, please send resume and cover letter indicating your interest to hr@wahmei.org. Please include three references, including their relationship to you and how long you have known them.