

Position Announcement

Program Aide for the BASE! ExCEL Program

Wah Mei School, San Francisco, CA

Full time temporary

Pay Rate. \$20-21/hr based on experience

Agency Overview. Wah Mei School is the first Chinese American bilingual school to be established in San Francisco. Since our first class in 1974, our preschool program successfully promotes multiculturalism in developmental activities that emphasize both learning and playing for our participants. Our mission is to provide a safe and nurturing high quality Chinese-English bi/trilingual multicultural environment that promotes children's development while building a supportive community for their families. Our programs now include Early Care & Education, Before and Afterschool, Weekend Chinese Classes, and Summer Programs at multiple sites.

Position Overview. Wah Mei School is seeking Program Aides for its BASE! ExCel program. We believe that a high-quality youth development program meets the needs of youth through academic support, multiculturalism, project-based curriculum, and social support through mentoring relationships. We create a community environment in which youth learn leadership by example, develop critical thinking skills, and treat each other with kindness and respect. The Program Aide will be responsible for implementing learning activities for elementary school-age children and carry out other tasks that support an engaging, highly enriched, fun and safe experience for children from diverse backgrounds.

We have adapted our program to meet the health and safety guidelines provided by the City and County of San Francisco during the COVID 19 pandemic. This program will require all staff, participants, and their families to follow safety guidelines.

Key Responsibilities

- Assist the Program Aides in engaging students in daily academic and enrichment activities for core and non-core programs (child to adult ratio of approximately 1:20 or 1:10 for Kindergarten groups);
- Effectively interact with students, providing a physically and emotionally safe learning environment;
- Motivate, inspire and support child development by building effective relationships to match each child's individual needs;
- Provide homework support and lead small group activities as needed
- Prevent and troubleshoot playground conflicts, and respond to bumps and accidents, including reporting any incidents to the immediate supervisor
- Build strong relationships and effectively communicate with families and student's school day teachers;
- Perform all other duties as assigned

Knowledge, Traits and Other Requirements. Wah Mei welcomes applications from persons who are available to work weekdays during program hours (Daily 7:30 AM - 9:30 AM and/or MTTF 2:45 PM - 6:00 PM and Wednesday 1:30 - 6:00 PM), and who are reliable and have a passion for providing a positive learning experience for children. In addition to program hours, Program Leaders will be paid for planning time and for training workshops. The ideal candidate must have emotional intelligence and be a positive role model. This is an ideal opportunity for an education professional or for those who want to dovetail coursework (e.g., in child development, education, psychology, social work or related fields) with practical experience. Experience working with elementary school age children is required. Organizational skills and the ability to multi-task – facilitate an activity while “seeing” all the side activities happening in the room – is necessary. This program is bilingual Cantonese and English, we are seeking at least one bilingual staff for each classroom. Additional hobbies and skills to share with students for enrichment activities are also a plus.

- Must possess an AA degree or higher or official transcripts reflecting 48 college units or pass CBEST and possess a high school diploma or equivalent, or pass SFUSD Instructional Aide
- Must be able to provide TB and medical clearance
- Must be able to pass fingerprint and DOJ clearance
- CPR and First Aid Certification preferred
- SFUSD requires program providers to be vaccinated against COVID-19. If there is a medical reason or sincerely held religious belief preventing vaccination, must show proof of negative COVID tests every two weeks.

To Apply, please send a 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.