



## JOB OPPORTUNITY

### **On-Call Substitute Teaching Assistant for Grades K-5**

Black Pine Circle School, an independent school in West Berkeley, is seeking an exceptional on-call substitute teaching assistant for kindergarten through fifth grade. A minimum of two years teaching and/or teaching assistant experience is preferable. We are looking for a talented, creative, hard-working team player.

#### RESPONSIBILITIES

Support the philosophy, policies, and goals of the school.  
Ensure the health, safety, and welfare of all students.  
Keep all matters pertaining to the school confidential.  
Adhere to the policies and procedures outlined in the BPC Code of Conduct.  
Attend faculty meetings as needed.

#### DEFINITION

The substitute teaching assistant will assist in the classroom and with class activities for kindergarten through fifth grade. Responsibilities will include, but are not limited to, the following:

#### DUTIES

- Assist in planning and implementing the daily program under the direction of the head teacher.
- Assist in planning and preparing the classroom, setting up centers, and preparing materials and supplies.
- Contribute to making the classroom a positive environment, where each student is encouraged to reach their potential.
- Provide recess and lunch supervision as assigned.
- Maintain a professional and friendly attitude with students, parents, and staff at all times.

#### EDUCATION AND EXPERIENCE

- Experience working as a teaching assistant, at least two years preferred.
- B.A./B.S. from an accredited college or university, with an interest in teaching.
- Teaching credential, or in progress of obtaining credential, preferred.

## PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Environment: Work is performed primarily on campus in a classroom setting.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operating classroom equipment requiring repetitive hand movement and fine motor skills including use of a computer keyboard, and to verbally communicate to exchange information.

Hours: Our school year runs from mid-August to mid-June, on call. Working hours are from 8:00 am to 4:00 pm, unless otherwise noted.

Reports to: Lisa Raffel, Head of Lower School

Contact: [hr@blackpinecircle.org](mailto:hr@blackpinecircle.org)