Lower School (K–5) Assistant Teacher

DEPARTMENT: LOWER SCHOOL FACULTY
REPORTS TO: HEAD OF LOWER SCHOOL
STATUS: FULL-TIME, NON-EXEMPT

Black Pine Circle School is a K–8 independent school in Berkeley, California. For close to 50 years, we have nurtured lifelong learners through an inquiry-based Socratic education that places equal emphasis on academics and the arts. Our Lower School (grades K–5) supports approximately 130 students, and our Upper School (grades 6–8) supports approximately 200 students.

**Position Description:** Black Pine Circle assistant teachers work closely with a grade-level head teacher and meet regularly with the assistant teacher program leader. This position is responsible for assisting students one-on-one and in small groups both academically and socially, and works in collaboration with the head teacher to support positive classroom management and student engagement in all academic subjects. The assistant teacher helps prepare classroom materials and participates in weekly curriculum planning.

**Essential Duties and Responsibilities:**

- Support the head teacher with classwork in all subjects
- Plan, prepare, and teach under supervision in two subject areas (language arts, math, social studies)
- Lead small instructional groups
- Attend classes taught by specialist teachers (art, music, science, P.E.)
- Support positive classroom management
- Assist in maintaining the classroom environment, which includes hanging and removing student work from the walls, as well as grading and distributing work.
- Maintain communication with the head teacher, students, and parents in an effective and timely manner
- Recess duties
- Attend weekly faculty meeting/s as required
- Other duties as assigned

**Qualifications and Requirements:**

- BA/BS required. In some cases years of experience in the classroom may be substituted as equivalent.
- Enrollment in a credential or advanced degree program preferred
- Experience working in a self-contained classroom
- Demonstrated experience working with 5-11 year olds
- Ability to take initiative and collaborate with other faculty members
- Excellent teaching, writing, and communication skills
- Experience with current school technology software is preferred

Interested candidates may apply by sending a cover letter and resume, and how you became aware of this position to: jobs@blackpinecircle.org
Black Pine Circle School is an Equal Opportunity Employer. We have an ongoing commitment to the creation of a workplace free of discrimination and harassment. We encourage applicants from all cultures, races, ethnicity, sex, religion, ancestry, sexual orientation, gender identity, national origin, age, physical or mental disability, pregnancy, military and veteran status, citizenship status, marital status, genetic information, height, weight, or any other status protected by federal, state, or local law. We are committed to a fair and equitable workplace where everyone is a respected and valued member of the team.