Lower School (K–5) Head Teacher

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

Black Pine Circle School is a K-8 independent school in Berkeley, California. For close to 50 years, we have fostered 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: The head teacher is responsible for all aspects of creating a dynamic learning environment for students in the class. The head teacher must plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.

Essential Duties and Responsibilities:

- Plan, direct, and coordinate a dynamic curriculum that supports BPC’s mission and values.
- Facilitate the social, emotional, and academic growth of students.
- Provide a hands-on, inquiry-based style of teaching and differentiated instruction.
- Develop and implement clear learning objectives and student assessment methods that consistently provide a basis for evaluation and reporting student progress.
- Actively participate in the school’s commitment to a strong academic and arts curriculum.
- Provide timely communication to families in various forms.
- Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve academic and cultural competencies.
- Write comprehensive report cards for approximately 20-24 students twice a year.
- Work with the Student Support Services Team to help meet the academic and social and emotional needs of all students.
- Assist with student behavioral issues.
- Direct and supervise the classroom assistant teacher and provide feedback.
- Attend weekly faculty meetings.
- Other duties as assigned.

Qualifications and Requirements:

- BA/BS required; advanced degree or credential in a relevant field of study preferred.
- 3-5 years of elementary school teaching experience in language arts, math, social studies, and social and emotional learning or the equivalent preferred.
- Expertise in student-centered, inquiry-based teaching methodologies.
• Ability to work collaboratively with colleagues.
• Excellent organizational and time management skills.
• Strong interpersonal skills; effective and flexible communications skills.
• High degree of professionalism, discretion, judgment, and integrity.
• Demonstrated ability to differentiate instruction.
• Experience with Google classroom and Zoom.

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.