



Upper School Assistant to the English Department Position Description

DEPARTMENT: UPPER SCHOOL FACULTY

REPORTS TO: HEAD OF UPPER SCHOOL

STATUS: FULL-TIME NON-EXEMPT, MONDAY-FRIDAY 8:00AM-4:00PM (4:30PM on Wednesdays)

START DATE: AUGUST 17, 2023

Black Pine Circle School is a K–8 independent school in Berkeley, California. For almost 50 years, we have inspired 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 125 students, and our Upper School (grades 6–8) supports approximately 200 students.

Mission Statement:

BPC's mission is to create a learning community that encourages humanity, empathy, moral depth, cultural understanding, and freedom in intellectual pursuits. Socially, it is our goal to instill mutual respect, compassion, and a sense of belonging among all of our students.

Position Description:

Black Pine Circle School assistant teachers work under the supervision of the division head/upper school leadership team. This position is responsible for supporting teachers to help facilitate learning for students. This will include in-class support, working with small groups, and other tasks defined by teachers and the division head.

Primary Responsibilities:

- Support 15 periods of English (6th - 8th grade) weekly
- Work collaboratively with upper school faculty
- Support students with in-class assignments, tasks, and projects
- Support positive classroom management
- Supervise students during recess, lunch, and transition periods
- Assess student work
- Establish and maintain a Writing Lab 2x weekly for students who need extra support
- Responsible for the production of K-8 yearbook
- Attend weekly faculty meetings as required
- Substitute teacher for classes on an as needed basis
- Other duties as assigned

School-wide Duties:

- Participate on school committees as needed and appropriate
- Attend all 4-STAR events (school-wide mandatory events)

Required Qualifications and Skills:

- BA/BS required; experience in the classroom may be substituted as equivalent
- Experience working with and supervising middle-school aged students preferred
- Ability to take initiative
- Effectively collaborate with faculty and staff
- Interest in professional development in the field of education

- Excellent verbal and written communication skills
- Experience with current school technology software is a plus!

Compensation:

The anticipated base compensation the school reasonably expects to pay candidates for the position of upper school assistant is \$28.00 to \$32.00 an hour, depending on factors such as experience and education. This position is for the 2023/24 school year, from August 17, 2023 to June 11, 2024.

BPC's board and administration are dedicated to offering competitive salaries and benefits, including medical benefits, retirement plan employer contributions, and professional development opportunities.

Working Environment:

Sitting or standing for prolonged periods of time. Light to moderate lifting (up to 50 pounds). Reaching, stooping, pulling, pushing, bending, walking, writing, and keyboarding.

To Apply:

Applicants must apply through the application link. Interested candidates may apply by submitting an application, resume, and cover letter here: <https://form.jotform.com/230596103118147>

Black Pine Circle School is an Equal Opportunity Employer and is committed to a policy of equal employment opportunity for all applicants, employees, and volunteers, and the School makes decisions based on the merits of each candidate. We have an ongoing commitment to the creation of a workplace free of discrimination and harassment, and prohibit discrimination based on an individual's culture, race, ethnicity, sex, religious beliefs, ancestry, sexual orientation, gender identity, reproductive health decisions, 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. Black Pine Circle will afford equal employment opportunities to all qualified applicants, employees, and volunteers as to all terms and conditions of employment, including, without limitation, compensation, hiring, training, promotion, transfer, discipline, and termination.