BLACK PINE CIRCLE SCHOOL
A SCHOOL OF THOUGHT

Lower School (K–5) Assistant Teacher
Position Description

DEPARTMENT: LOWER SCHOOL FACULTY
REPORTS TO: HEAD OF LOWER SCHOOL /HEAD TEACHER
STATUS: FULL-TIME, NON-EXEMPT
START DATE: APRIL 6, 2026

Black Pine Circle School is a K–8 independent school in Berkeley, California. For more than 50 years, we have inspired lifelong learners through an inquiry-based Socratic practice 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 185 students.

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

Position Summary:

Assistant teachers report to the assistant teacher coordinator, the head of lower school, and will work in close collaboration with their head teacher. This is a full-time teaching position (approximately 40 hours/week) for approximately 44 weeks of the school year, with potential summer camp hours. The assistant teacher is responsible for providing support to the head teacher in assisting students both academically and socially. BPC is committed to supporting assistant teachers who are considering or are already enrolled in credential programs. Our assistant teacher program typically supports assistants for 2–4 years as they complete their credential program and/or gain the necessary skills to move into head teaching roles. The school recognizes that the scope of an assistant's work will depend in part on the grade level, as well as particular teacher training program expectations, which vary depending on the program.

Responsibilities of an Assistant Teacher

- Support the head teacher in creating a positive learning environment
- Assist in the preparation of classroom materials, assessment materials, report card, and conference materials
- Take daily/weekly notes of student behaviors
- Support specialist teachers with behavior and classroom management
- Share in the planning of the weekly curriculum
- Assist in maintaining a clean, well-organized learning environment
- Maintain ongoing communication with head teacher, specialists and/parents (when head teacher approves) about classroom issues and individual students

- Send emails to families, add to grade-level newsletters with head teacher approval
- Take photos of classroom and specialist activities
- Model patience, flexibility, kindness, responsibility, a sense of humor, and a respect for others
- Substitute for teachers when they are absent

Required Qualifications and Skills

- Bachelor of Arts or Science degree and/or professional coursework or certification
- Appreciation for and desire to work with four to eleven-year-olds
- Demonstrated desire to learn best practices in early childhood/elementary education and interested in growth and feedback
- Knowledge of the essential role social emotional literacy plays in the workplace and interest in application of SEL within the educational setting
- Recognition of the importance of creating an inclusive classroom community that allows for a multitude of perspectives to be heard and respected, potentially including knowledge of identity-safe and anti-bias educational practices
- Ability to take initiative, work passionately and joyfully, and collaborate effectively with diverse constituencies
- Willingness to be a team player, show initiative, and take on leadership roles as needed
- A passionate commitment to creating an innovative, joyful learning environment for students

In addition to required qualifications, desirable additional skills include:

- Effective communication skills, both written and verbal
- Flexibility
- Ability to collaborate and build relationships with faculty, admin, families, and students
- Organizational skills and the ability to multitask
- Willingness to engage in learning how best to use current technology tools to support teaching and learning
- Nuanced understanding of DEI/social justice - from a personal or programmatic perspective

Schoolwide Duties

- Participation on committees as needed and appropriate
- Attend schoolwide mandatory events
- Ancillary duties include responsibilities that are part of elementary school life, e.g., team and staff meetings, and weekly recess duties

Compensation:

The anticipated hourly rate the school reasonably expects to pay candidates for the position of lower school assistant teacher is $28.00 to $32.00 depending on factors such as experience and education.

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

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Working Environment:
Sitting or standing for prolonged periods. Light to moderate lifting (up to 30 pounds). Reaching, stooping, pulling, pushing, bending, walking, writing, and keyboarding.

To Apply:
Interested candidates may apply by submitting a resume, and cover letter to jobs@blackpinecircle.org or apply on our website at https://blackpinecircle.org/job-opportunities/.

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.