



Upper School Director of Student Learning Services

DEPARTMENT: LEARNING SERVICES
REPORTS TO: HEAD OF UPPER SCHOOL
STATUS: FULL-TIME, EXEMPT

Black Pine Circle School is a K–8 independent school in Berkeley, California. For 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

Black Pine Circle School's mission is to create vibrant, independent thinkers who will never lose their passion for learning, their delight in research, and their involvement in cultural pursuits.

This student-centered method of learning, best described as Socratic, is based on inquiry, questioning, exploration, and discovery: it minimizes competitiveness and makes the curriculum personally relevant, motivating students to acquire knowledge and skills for their own sake. The focus on mastery not tasks is reinforced by an interdisciplinary approach, which integrates rigorous academics with music, drama, and the visual arts.

To instill mutual respect, compassion, and an appreciation of differences among our students. Our faculty and staff are dedicated to fostering a warm and supportive environment in which children can safely address challenges and grow in their understanding of themselves and others.

POSITION SUMMARY

The Learning Services Coordinator and Specialist at Black Pine Circle will oversee all aspects of student learning support services for the middle school. This individual will coordinate school-wide assessments and work with faculty to use data from those assessments to create individual learning support plans.

The Learning Services Coordinator and Specialist will supervise and work closely with the Upper School Mathematics and Learning Specialist.

RESPONSIBILITIES

- Develop and maintain procedures for identifying students who have remediation or enrichment needs
- Use neuropsychological evaluations, IEPs, and related educational assessment tools to assist with interpretation of scores, allocation of resources, and to inform work with students and faculty
- Read and summarize neuropsychological evaluations for current and prospective students as needed, synthesizing the information into individual support plans

- Research and implement best practices to support students and educate families regarding diagnosed learning needs
- Meet with students and individual families as needed to discuss student progress
- Attend parent-teacher conferences, when needed, to discuss student progress
- Support admissions, as needed, with transfer and new student applicant assessments and reading through student admissions files to provide additional perspective
- Maintain student-data files, develop student learning profiles, and serve as a liaison between families and outside providers
- Provide referrals to families for outside support, and coordinate external tutors and service providers
- Support teaching faculty by partnering with the upper school head on observations, offering resources, assistance, advice, and training to help them meet student needs
- Share information about student learning profiles with teachers and administrators
- Provide one-to-one and small group support to students in push-in/pull-out environments
- Attend grade-level, division, and all-faculty & staff meetings
- Organize MAP testing

SCHOOL-WIDE DUTIES

- Participate on school committees as needed and appropriate
- Attend all 4-STAR events (school-wide mandatory evening or weekend events such as concerts, spring fundraising event)

QUALIFICATIONS AND SKILLS

- 5+ years of experience working in student support services or similar fields
- Master's degree in special education or educational therapist qualification required
- Ability to work collaboratively with key stakeholders, including faculty, staff, and parents
- Ability to communicate effectively, both orally and in writing
- Demonstrated ability to use data to improve student learning outcomes
- Strong interpersonal skills, with a high degree of professional behavior, discretion, judgment, and integrity
- Desire to continually examine one's practice with the goal of improving student learning
- Commitment to the school's mission and philosophy
- Ability to organize, prioritize work, multi-task, and manage time effectively

WORKING ENVIRONMENT

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

COMPENSATION

The anticipated base compensation the school reasonably expects to pay candidates for the position of Upper School Director of Student Learning Services is \$80,000 to \$106,000, depending on factors such as experience and education. In addition, BPC also considers internal pay equity with current employees as part of any compensation offer.

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.

TO APPLY

Interested candidates should submit their resume and cover letter to jobs@blackpinecircle.org, with the title of the position you are applying for in the subject line. The cover letter should include an introduction of yourself to the hiring committee, as well as why you are interested in joining the Black Pine Circle community. Resumes without a cover letter will not be reviewed.

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.