



Upper School Mathematics and Learning Specialist

DEPARTMENT: LEARNING SERVICES

REPORTS TO: UPPER SCHOOL LEARNING SERVICES COORDINATOR

STATUS: FULL-TIME (32 HRS/WK), 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 Upper School Mathematics and Learning Specialist will work with all upper school grades, ensuring that all students have the opportunity to engage in a rigorous math curriculum. This position will collaborate with faculty and the student support team in the identification of students who need math intervention and acceleration.

RESPONSIBILITIES

- Support teaching faculty by offering resources, assistance, advice, and training to help them meet student needs
- Gather, compile, and analyze data from assessments; link data to student learning and instruction for remediation and acceleration plans
- Attend select parent-teacher conferences to discuss student progress with parents as required
- Be present in math classes to support students and provide differentiation
- Meet with students one-on-one and in small groups outside of class to provide support for mathematics
- Coordinate external tutors and service providers
- Support the Director of Enrollment and Admissions in reviewing and assessing files for prospective students

- Develop and maintain protocols for identifying students with learning differences or enrichment needs
- Meet with parents, read reports, and write learning plans that support students
- Share information about student learning profiles with teachers and administration

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

- Understanding of and experience in best math practices in 6-8 curriculum and pedagogy
- Expertise in student-centered, inquiry-based teaching methodologies
- Ability to work collaboratively with key stakeholders, including faculty, staff, and parents
- Ability to communicate effectively, both orally and in writing
- Strong interpersonal skills, with a high degree of professional behavior, discretion, judgment, and integrity
- Commitment to the school's mission and philosophy
- Ability to organize, prioritize work, multi-task, and manage time effectively
- B.A./B.S. in a related field required, and/or professional coursework or certification, indicating training applicable to the responsibilities of the position; CA teaching credential or master's degree in special education or educational therapist qualification preferred
- Other duties include responsibilities that are part of middle school life, e.g., team, faculty, and other meetings
- Attend grade-level, and division, and all-faculty & staff meetings

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 Mathematics and Learning Specialist is \$64,000 to \$78,400, 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.