



Lower School (K–5) Head Teacher  
Position Description

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 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 200 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:

Head teachers are responsible for lesson preparation and teaching core subject areas: language arts, math, and social studies. They also create a dynamic learning environment that meets the needs of all students in their class. Teachers regularly collaborate with specialist teachers in music, PE, art, science/gardening, and Spanish.

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. In addition, they must be willing to mentor and guide an assistant teacher.

Primary Responsibilities:

- Establish and maintain a learning environment that is physically, intellectually, and emotionally safe, and that inspires student learning and growth
- Plan and implement a rigorous curriculum which includes highly relevant lessons that motivate and engage students in active learning
- Consistently make appropriate adjustments in the instructional program to meet the differing needs of students
- Plan and conduct learning activities that reflect a balanced program of instruction and provide students with opportunities to observe, question, and investigate
- Establish clear objectives for all lessons, units, and projects and communicate those objectives to students
- Perform ongoing grade-level assessments of children, and utilize the results to guide instruction
- Provide a variety of materials and resources for children to explore, manipulate and use, both during learning activities and during student-led time
- Demonstrate cultural competency and respect for students' backgrounds by incorporating their cultural, linguistic, and familial values and beliefs into lesson plans and classroom activities
- Exchange information with colleagues and serve as a member of a multi-disciplinary intervention/prevention team

- Plan for and carry out twice-yearly parent/caregiver conferences to discuss students' developmental progress, needs, and interests
- Write narrative report cards twice yearly reflecting students' academic, social and emotional learning and growth
- Conduct active supervision of students inside the classroom and on the playground
- Participate in ongoing in-service and educational development opportunities provided by the school
- Mentor and support the assistant teacher in growth and development

#### School-wide Duties

- Participation on committees as needed and appropriate
- Attend All 4-STAR events (school-wide mandatory events)
- Ancillary duties include responsibilities that are part of elementary school life, e.g., team and staff meetings, and weekly recess duties

#### Required Qualifications and Skills:

- BA/BS and an advanced degree or credential in a relevant field of study;
- Five years of experience teaching elementary grades (grades K–5)
- Expertise in student-centered, child development, inquiry-based teaching methodologies;
- Ability to work collaboratively with other faculty;
- Excellent organizational and time management skills;
- Strong interpersonal skills and excellent verbal and written communication;
- Experience with Google Suite, and other digital platforms
- High degree of professional behavior, discretion, judgment, humility and integrity;
- Experience teaching Responsive Classroom, Writing Workshop, phonics, and Bridges in Mathematics preferred;
- Experience with Socratic Practice a plus.
- Demonstrated ability to differentiate instruction.

#### Compensation:

The anticipated base compensation the school reasonably expects to pay candidates for the position of lower school head teacher is \$75,000 to \$96,500, 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.

#### 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](mailto:jobs@blackpinecircle.org).

*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.*