

Extended Day Program Teacher

DEPARTMENT: EDP (Extended Day Program)
REPORTS TO: DIRECTOR OF EDP
STATUS: PART-TIME, NON-EXEMPT
SALARY RANGE: \$25.00 TO \$27.00 PER HOUR

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 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 180 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 OVERVIEW

We are seeking a dedicated and enthusiastic Part-Time Extended Day Teacher to join our Extended Day team. The teacher will work with students in K–8th grade. This is an in-person position M–F from 2:00 PM to 6:00 PM, with occasional additional hours required during school closures, evening events, and spring and summer camps.

RESPONSIBILITIES

- Actively supervise outdoor free time
- Engage children in age appropriate play
- Plan and implement enrichment and team building activities
- Classroom management
- Prepare snack
- Maintain attendance using Procare
- Communicate effectively with teachers/parents/caregivers/school staff
- Supervise cleanup
- Undertake other projects, as interest and time permit

SCHOOL-WIDE DUTIES

- Participate in school committees as needed and appropriate
- Attend all school-wide mandatory events

QUALIFICATIONS AND SKILLS

- Experience and interest in working with elementary school-age children in an afterschool setting
- Strong supervision skills
- Clear verbal and written communication skills
- Punctual and reliable
- Self-starter
- Proficient computer skills (email communications and data entry)
- Positive, creative, and engaging personality



PREFERRED SKILLS

- Ability to learn and use a software program to manage attendance
- Experience in a K–8 environment or a student working toward a school position
- Excellent customer service skills

COMPENSATION

The anticipated base compensation the school reasonably expects to pay candidates for the position of Part-Time Extended Day Program Teacher is \$25.00–\$27.00 per hour, 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, and professional development opportunities.

WORK ENVIRONMENT

Required to lift and carry up to a maximum of 50 lbs., in a correct manner consistent with the appropriate training provided by the School. Reaching with hands and arms, climb stairs, bend, stoop, twist, lift, reach, push, pull, grasp, balance, kneel occasionally. Use of telephone, computer, copier, and other office equipment. Required to sit (or stand) for prolonged periods of time while operating a computer for approximately 6-8 hours daily. Repetitive motion for typing and other keystroke needs.

HOW TO APPLY

Candidates interested in the following positions 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.