



Assistant Mandarin Teacher

DEPARTMENT: UPPER SCHOOL FACULTY
REPORTS TO: HEAD OF UPPER SCHOOL
STATUS: PART-TIME (5 hrs/wk), NON-EXEMPT
COMPENSATION: \$29–\$34 per hour, depending on experience

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 SUMMARY

Black Pine Circle School seeks a dedicated and collaborative Part-Time Assistant Mandarin Teacher to support our 6th grade Mandarin program and assist in the planning and execution of our 8th grade trip to China. This role includes working closely with the Head Mandarin Teacher to provide both academic and social-emotional support to students and contribute to a positive and engaging classroom environment.

RESPONSIBILITIES

- Assist the Head Mandarin Teacher in delivering instruction and classroom activities
- Provide one-on-one or small group support to students during class
- Help prepare teaching materials and classroom resources as directed
- Support the social and emotional needs of students during class and on school trips
- Accompany and support 8th grade students and faculty on the spring trip to China
- Collaborate with faculty and staff to uphold school values and classroom expectations
- Participate in relevant training and planning sessions as needed

SCHOOL-WIDE DUTIES

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

QUALIFICATIONS

- Fluency in Mandarin Chinese and English
- Experience working with middle school-aged students, preferably in an educational setting
- Strong interpersonal and communication skills
- Flexibility, dependability, and a collaborative mindset
- Ability to travel internationally with students in the spring

PREFERRED QUALIFICATIONS

- Prior experience in Mandarin language instruction
- Familiarity with Chinese culture and ability to help facilitate cross-cultural experiences

COMPENSATION

The anticipated base compensation the school reasonably expects to pay candidates for the position of Assistant Mandarin Teacher is \$29.00 to \$34.00 per hour, depending on factors such as experience and education and internal pay equity with current employees.

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 25 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.