BLACK PINE CIRCLE SCHOOL
A SCHOOL OF THOUGHT

Lower School (K–5) Math Specialist
Position Description

DEPARTMENT: LOWER SCHOOL MATH SPECIALIST
REPORTS TO: HEAD OF LOWER SCHOOL
STATUS: FULL-TIME, EXEMPT
START DATE: AUGUST 9, 2026

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 175 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:
The Math Specialist supports the development and implementation of a dynamic and inclusive K–5 mathematics program that reflects the school's mission and educational philosophy. This role partners with teachers to strengthen math instruction, promote student-centered learning, and ensure that all students are challenged and supported in developing deep mathematical understanding.

Working closely with faculty and administrators, the Math Specialist helps cultivate a school-wide culture that values curiosity, problem-solving, and perseverance in mathematics. Through instructional coaching, small-group instruction, curriculum support, and professional development, the Math Specialist advances a program that encourages students to take risks, think critically, and apply mathematical thinking to real-world problems.

This position is both collaborative and classroom-centered, requiring strong teaching experience, expertise in mathematics pedagogy, and the ability to mentor and support fellow educators.

Primary Responsibilities:

Instructional Coaching and Teacher Support

- Partner with classroom teachers to strengthen mathematics instruction through coaching, modeling lessons, and collaborative planning
- Observe classroom instruction and provide constructive feedback to support effective, student-centered math teaching
- Support teachers in differentiating instruction to meet the needs of diverse learners, including both enrichment and remediation
- Promote research-based instructional practices that build conceptual understanding, mathematical reasoning, and productive math discourse

- Help teachers create engaging and inclusive math learning environments that foster curiosity, confidence, and persistence

Student Support and Enrichment

- Provide targeted small-group instruction to students who would benefit from additional challenge or support in mathematics
- Collaborate with classroom teachers to identify students' needs and design appropriate intervention or enrichment strategies
- Monitor student progress and share insights with teachers and relevant support teams
- Establish and maintain a learning environment that is physically, intellectually, and emotionally safe, and that inspires student learning and growth
- Demonstrate cultural competency and respect for students' backgrounds

Professional Learning and Collaboration

- Design and facilitate professional learning opportunities for faculty focused on effective math instruction, differentiation, and assessment
- Participate in grade-level and division meetings to support alignment and collaboration in math instruction
- Partner with school leadership to analyze assessment data and identify opportunities to strengthen teaching and learning
- Participate in ongoing in-service and educational development opportunities provided by the school

School-wide Duties

- Participation on committees as needed and appropriate
- Attend all 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 mathematics
- Five years of experience teaching mathematics to elementary grades (grades K–5)
- Demonstrated expertise in mathematics instruction and student-centered, inquiry-based pedagogy
- 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 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 Math Specialist is $76,667 to $100,123, 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. Ability to communicate effectively with students and colleagues, including speaking and hearing in classroom environments.

To Apply:
Interested candidates may apply by submitting a resume and a cover letter to jobs@blackpinecircle.org or apply on our website at https://blackpinecircle.org/job-opportunities/.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.