

LOWER SCHOOL (K-5) DISTANCE LEARNING FACILITATOR

Starts August 2020

Full-time position

Black Pine Circle School is a K-8 independent school in Berkeley, California. For over 45 years, we have created 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 130 students, and our Upper School (grades 6-8) supports approximately 200 students.

Position Description: This position will be responsible for the creation and implementation of the distance learning educational program in the lower school. The ideal candidate for this role will work collaboratively with teachers to translate in-class instruction and materials to a virtual environment. This position is due to a modification in our operations in response to the COVID-19 pandemic and will remain in place until our program returns to normal full-time on campus and the need for this position is eliminated.

Responsibilities:

- Implement grade-level appropriate instructional strategies that stimulate learning and keep students engaged
- Work with lower school faculty to meet educational goals through effective distance learning instruction
- Collaborate with lower school faculty and administrators to manage classroom goals, curriculum, and online materials that enhance the learning experience
- Create a virtual environment that is conducive to learning
- Assist lower school faculty with virtual course management platforms when necessary
- Lead students through successful completion of assignments
- Host live synchronous sessions that promote a positive learning environment, which may include both 1:1 assistance and small group instruction
- Analyze student work to recommend remediation or enrichment as needed
- Support the school's mission and educational philosophy
- Participate in weekly division meetings and professional development workshops throughout the year, which may require an in-person on campus presence

Skills:

- Advanced ability to work and teach in an online environment
- Familiarity with Zoom and Google Hangouts for synchronous learning, and the ability to troubleshoot minor issues
- Ability to navigate Google classroom, Clever, Seesaw, and other online learning platforms
- Ability to utilize other online resources that promote student learning and engagement
- Ability and/or willingness to learn how to use webcams, computers, and live streaming devices in order to produce online learning modules

Qualifications and Requirements:

- Bachelor's Degree required, CA teaching credential or Master's strongly preferred
- Minimum of two years of experience teaching in a classroom or online
- Experience working in an independent school setting preferred
- Experience teaching via remote platforms preferred
- A commitment to the mission and educational philosophy of the school
- Ability to work collaboratively with other faculty
- Excellent organizational and time-management skills
- Strong interpersonal skills and excellent verbal and written communication

Hours and Compensation:

Monday through Friday, 8:00 am to 4:00 pm
Competitive salary based on experience

Interested candidates may apply by sending a resume and cover letter, and how you became aware of this position to:

Black Pine Circle School
Attn: LS Distance Learning Facilitator
2027 7th Street, Berkeley, CA 94710
e-mail: jobs@blackpinecircle.org Check out our website: blackpinecircle.org

Black Pine Circle School is an Equal Opportunity Employer. We have an ongoing commitment to the creation of a workplace free of discrimination and harassment. We encourage applicants from all cultures, races, ethnicity, sex, religion, ancestry, sexual orientation, gender identity, 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. We are committed to a fair and equitable workplace where everyone is a respected and valued member of the team.