

IN-HOUSE SUBSTITUTE TEACHER COORDINATOR

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 securing substitute teachers and assistant teachers, and filling in as needed in any grade level, K-5. 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 and the need for this position is eliminated.

Responsibilities:

- Assist in interviewing and screening potential substitute teacher and assistant teacher applicants
- Maintain a current list of substitute teachers, and ensure they have submitted all required documents such as W-9, live scan, independent contractor agreement
- Provide orientation for substitute teachers and other staff, and ensure they are familiar with the school's health and safety procedures and classroom and campus policies
- Maintain records of substitute teacher assignments, and coordinate the assignment of substitutes to the appropriate classroom
- Track hours and submit timesheets for substitute teachers, and discuss any discrepancies with the payroll administrator
- Participate in division meetings throughout the year to assess the need for substitute teachers and assistant teachers for each grade-level
- Lead a monthly meeting with substitute teachers to provide professional development and discuss areas of support and improvement
- Ensure faculty provide appropriate instructions for substitute teachers
- Fill the role of substitute teacher as a first response to absences if no substitute is available

Qualifications and Requirements:

- Bachelor's Degree required, CA teaching credential or Master's strongly preferred
- In lieu of a degree, additional years of relevant experience will be considered
- Minimum of three years of classroom teaching experience, preferably in a K-5 school environment
- Experience working in an independent school setting 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

Working Environment:

- Sitting or standing for prolonged periods of time
- Light to moderate lifting (up to 50 pounds)
- Reaching, stooping, pulling, pushing, bending, walking, writing, and keyboarding

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: Substitute Teacher/Coordinator

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.