

BERKELEY HALL SCHOOL Job Title: Middle School English & Social Studies Teacher

Contact Human Resources at HR@berkeleyhall.org

Full-Time, On-Campus Position

Date Modified: April 2024
FLSA Classification: Exempt
Reports to: Upper Division Director
Department: Faculty Department
Salary: \$60,000–\$85,000 DOE + Benefits

BERKELEY HALL SCHOOL MISSION:

Founded in 1911, Berkeley Hall School is a Nursery through 8th grade non-sectarian, independent school in Los Angeles, California. Our mission is to “empower children to fulfill their unlimited, God-given potential as fearless scholars and conscientious citizens.” We utilize a growth-mindset approach to learning, emphasizing character education based on our core values—Respect, Responsibility, Honesty, and Compassion.

Berkeley Hall School actively seeks diversity in our administration, faculty, and student body. We approach teaching and learning in ways that are enriched by the variety of backgrounds and perspectives each person brings to create a community built upon relationships of awareness and trust.

JOB DESCRIPTION:

This position provides an educational environment that is safe, stimulating, and developmentally appropriate in which students have the opportunity to develop cognitive, social, emotional, and physical skills. This faculty member works specifically in a self-contained, middle school classroom and is responsible for implementing grade-level appropriate curriculum.

This position includes but is not limited to the following duties:

- Plans and implements English and Social Studies lessons according to middle school curriculum.
- Creates a yearly lesson plan and maintains a plan book on a daily basis.
- Establishes effective classroom management.
- Regularly assesses students and maintains assessment documentation.
- Plans and leads classroom character education activities.
- Supervises students during recesses, lunches, and before/after school as assigned by the administration.
- Participates in Depth of Study—teacher professional development—groups (and other meetings)
- Knowledge of TCRWP Reading and Writing Workshop
- Analyzes Common Core State Standards and works to align standards with CTP-5 and WrAP.
- Works collaboratively and productively to develop curriculum, instruction and assessment (as well as fostering individual, department, and school goals).
- Facilitates advisory and student-led clubs, when applicable.

- Participates in regular and effective communication with parents as partners in students' education.
- Keeps current with subject matters.
- Analyzes data to inform instruction.
- Utilizes components of a workshop classroom, e.g. lesson structure (mini-lesson, mid workshop, share), individual conferences, small group work.
- Actively engages in SEL and DEIB professional development and implementation.
- Actively participates in school enrollment management initiatives.
- Follows guidelines for fulfillment of duties as described in the *Employee Handbook*.
- Performs other duties as assigned.

QUALIFICATIONS:

- Bachelor of Arts/Science degree (required)
- K–8 Teaching Credential (preferred)
- Experience teaching multiple-subjects (preferred)
- Live Scan and TB clearance
- A commitment to the mission and core beliefs of Berkeley Hall School

SKILLS:

- Fosters a collaborative learning environment for both teachers and students.
- Exhibits a growth mindset.
- Ability to multitask and meet deadlines.
- Takes initiative and is a self-starter.
- Thoughtfully and effectively communicates with colleagues, students, parents, and teachers.
- Ability to maintain effective working relationships; is a team player and puts relationships first.
- Teaches with courage and emotional agility—a high level of emotional intelligence is required.
- Moves through uncertainty and adversity with grace and balance.
- Ability to give and receive feedback effectively and efficiently.
- Commitment to BHS diversity, equity, inclusion, and belonging initiatives.
- Has a working knowledge and proficient use of Microsoft Office, and g suite
- Knowledge of MacBooks, iPads and associated applications and technologies

PHYSICAL REQUIREMENTS:

- Regularly sits, talks, and listens
- Be able to occasionally lift up to 50 lbs.
- Regularly uses close and distance vision
- Works at desk and computer screen for extended periods of time
- Turns, bends, and reaches
- Works in traditional, climate-controlled office environment
- Ability to walk 60-acre campus

Terms of Employment:

This is an exempt position. Competitive compensation commensurate with experience. Benefits package includes, but is not limited to, medical, dental, vision, basic life insurance, long-term disability, and a retirement plan (with up to 7% employer match). Hours on campus are expected from 7:30 am–4:00 pm. As an exempt employee, work outside of these hours, including nights and weekends, may be required to fulfill the essential job functions of this position.

Equal Opportunity Employer

Berkeley Hall School provides equal employment opportunities to all qualified individuals without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Equal opportunity includes, but is not limited to, hiring, training, promotion, demotion, transfer, leaves of absence, and termination.