

BERKELEY HALL SCHOOL**Job Title: Elementary School Teacher**

Contact Human Resources at HR@berkeleyhall.org

Full-Time, On-Campus Position

Date Modified: March 2024
FLSA Classification: Exempt
Reports to: Lower Division Director
Department: Faculty Department
Salary: \$57,000–\$72,000 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 position is responsible for implementing grade-level appropriate curriculum by utilizing the teaching tools administered by the Assistant Head of School and Lower Division Director.

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

- Works as a team with co-teacher in all areas of the curriculum and throughout the day.
- Plans and implements lessons in mathematics, language arts, reading, and social studies at assigned grade level.
- 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.
- Analyzes Common Core State Standards and works to align with standardized testing.
- Provides in-person supervision and instruction on school days when students are physically on campus.
- Conducts all teaching and learning activities associated with this position in the event of a required shift to remote learning.
- Mentors students in ways such as advisor or club leader.
- 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 for grades K–3 (and other meetings/activities).
- Works collaboratively and productively with the Assistant Head of School and Lower Division Director to develop curriculum, instruction and assessment (as well as fostering individual, department, and school goals).
- Participates in regular and effective communication with parents as partners in students' education.
- Keeps current with the subject matter.
- 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 SEL 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 discussed.

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:

- Knowledge of TCRWP Reading and Writing Workshop and Illustrative Math (preferred)
- 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.