

BERKELEY HALL SCHOOL**Job Title: Substitute Teacher**

Please submit an application, resume, and cover letter to HR@berkeleyhall.org

Part-Time, On-Call Position

FLSA Classification: Non-Exempt
Reports to: Assistant Head of School
Department: All Academic Departments
Salary: \$25.00/Hour

Berkeley Hall School Mission:

Founded in 1911, Berkeley Hall School is a preschool 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

Job Description:

This position is responsible for assisting the lead teacher in the implementation of grade-level appropriate curriculum by utilizing the teaching tools administered by the Assistant Head of School.

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

- Instructs under the direction of the lead teacher.
- Supports the lead teacher's classroom management and student discipline systems.
- Supervises students during recesses, lunches, and before/after school as assigned by the administration.
- Assists in organizing and maintaining the classroom.
- Performs clerical duties as assigned by the lead teacher or the Assistant Head of School.
- Follows guidelines for fulfillment of duties as described in the Employee Handbook.
- Works with students both in and out of the classroom, as needed.
- Performs other duties as assigned.

Qualifications:

- Bachelor of Arts/Science degree (preferred)
- Classroom experience (preferred)
- Live Scan and TB clearance
- A commitment to the mission and core beliefs of Berkeley Hall School

Skills:

- Fosters a collaborative working environment
- Exhibits a growth mindset
- Ability to multitask and meet deadlines
- Works 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
- 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

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.