

BERKELEY HALL SCHOOL

Job Title: Early Childhood Associate Teacher

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

Part-Time, On-Campus Position

FLSA Classification: Non-Exempt
Reports to: Assistant Head of School, Lower School
Department: Early Childhood Department
Salary: \$27.00/hour to \$30.00/hour DOE

Berkeley Hall School Mission:

Founded in 1911, Berkeley Hall School is a non-sectarian, independent school serving Nursery through 8th grade 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:

The Early Childhood Associate Teacher works under the direction of the early childhood teachers to help create a nurturing, engaging, and developmentally appropriate learning environment where young children can grow socially, emotionally, cognitively, physically, and creatively.

The Associate Teacher supports the early childhood classrooms in the implementation of an emergent, play-based curriculum responsive to students' interests, developmental needs, and individual strengths. The Associate Teacher plays an important role in the daily life of the classroom while following the Teacher's direction on curriculum, classroom routines, behavior support, family communication, and overall classroom operations.

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

Essential Responsibilities:

Teaching & Learning

- Support the Lead Teachers in implementing a developmentally appropriate, play-based, and emergent early childhood curriculum.
- Engage intentionally with children during play and exploration to support thinking, language, creativity, problem-solving, and social development.
- Support children's development across cognitive, language, social-emotional, fine and gross motor, and self-help domains.
- Observe students and share observations with the Lead Teachers to support planning, documentation, and assessment of student growth.
- Provide individualized support to students based on plans and strategies established by the Lead Teacher and student support team.
- Participate in classroom planning and reflection while supporting the Lead Teacher's responsibility for curricular and instructional decision-making.

Student Care, Safety & Supervision

- Maintain active supervision of children at all times and follow all applicable California Community Care Licensing requirements, including required teacher-child ratios and supervision practices.
- Support children's health, safety, and well-being throughout the school day, including preparing snacks, supporting transitions, and supervising students during a variety of activities in diverse settings.
- Assist children with age-appropriate personal care and self-help needs while encouraging increasing independence.
- Maintain awareness of individual student needs, allergies, health plans, and other safety considerations as communicated by the school.
- Supervise students during recess, lunch, arrival, dismissal, and other duties as assigned.

Social-Emotional Development & Classroom Community

- Build warm, responsive, and respectful relationships with children.
- Respond to children's behavior as communication and use developmentally appropriate guidance strategies consistent with classroom and school practices.
- Model and reinforce Berkeley Hall School's core values of Respect, Responsibility, Honesty, and Compassion.

Collaboration & Family Partnership

- Follow the Lead Teacher's direction regarding classroom priorities, routines, instructional practices, and student support.
- Communicate observations, questions, and concerns regarding students directly to the Lead Teachers.
- Build warm, professional relationships with families.
- Direct substantive parent questions or concerns to the Lead Teachers and support consistent communication between school and home.
- Collaborate effectively with specialists, administrators, and other faculty and staff.
- Maintain confidentiality regarding students, families, and school matters.

Professional Responsibilities

- Engage in ongoing professional learning related to early childhood development and education.
- Demonstrate flexibility and willingness to provide support across Early Childhood classrooms based on program, staffing, and student needs.
- Prepare classroom materials, maintain supplies, and contribute to the organization and care of classroom and shared learning spaces.
- Receive direction and feedback professionally and implement requested changes consistently.
- Follow all licensing requirements, school policies, safety procedures, and expectations outlined in the Employee Handbook.
- Participate in school community and special events as requested.
- Perform other duties as assigned.

Qualifications:

- Minimum of 12 semester units in Early Childhood Education/Child Development.
- Bachelor's degree (preferred).
- Minimum of 6 months of experience working with young children in a licensed preschool, early childhood, or elementary educational setting (required).
- Understanding of child development and developmentally appropriate early childhood practices.
- Ability to meet all California Community Care Licensing and Berkeley Hall School employment requirements, including required background and health clearances.
- Current pediatric CPR and First Aid certification, or willingness to obtain certification as (required).
- Commitment to Berkeley Hall School's mission, core values, and approach to educating the whole child.

Professional Skills & Attributes:

- Demonstrate warmth, patience, flexibility, and genuine enjoyment of working with young children.
- Be comfortable receiving direction and consistently implementing the Lead Teachers' established classroom practices.
- Be collaborative, dependable, and able to work effectively as part of a teaching team.
- Communicate thoughtfully and professionally with children, colleagues, and families.
- Demonstrate strong judgment and situational awareness when supervising young children.
- Give and receive feedback professionally and demonstrate a commitment to continued growth.
- Demonstrate cultural responsiveness and a commitment to creating an inclusive learning environment.
- Be organized, adaptable, and responsive to the changing needs of young children and the classroom environment.

Physical Requirements:

The Early Childhood Associate Teacher must be able to perform the physical responsibilities associated with caring for and teaching young children, with or without reasonable accommodation, including:

- Frequently standing, walking, sitting on the floor, bending, kneeling, reaching, and transitioning between adult- and child-level positions.
- Actively supervising children in indoor and outdoor environments.
- Moving throughout Berkeley Hall School's campus and navigating varied indoor and outdoor terrain.
- Lifting and carrying classroom materials and equipment and occasionally lifting or assisting children, consistent with school policy and applicable requirements.
- Responding quickly and appropriately to student safety needs and emergencies.
- Participating in outdoor activities in varying weather conditions.

Terms of Employment:

This is a part-time, non-exempt, on-campus position, with typical work hours of 8:00 a.m.–1:30 p.m. Work hours may occasionally vary based on program needs, professional development, meetings, or school events.

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.