



## Substitute Teacher (Preschool through 8<sup>th</sup> Grade) The Berkeley School

**TO APPLY:** Please email cover letter and resume to [employment@theberkeleyschool.org](mailto:employment@theberkeleyschool.org)

**ORGANIZATIONAL OVERVIEW:** The Berkeley School is a fifty-year-old independent school serving 270 children in grades pre-K through 8 on two campuses in the heart of Berkeley. The school was founded as Berkeley Montessori School in 1963 on the current Early Childhood campus on Francisco Street; the K-8 program operates on a second campus, located one mile away on University Avenue. The school's mission statement -- to ignite curious minds, awaken generous hearts, and engage a changing world -- forms the foundation for a progressive curriculum and educational approach; low teacher-to-student ratios, strong relationships, and deep commitment to students, learning, and professional development characterize the school's culture. For more information, please visit [theberkeleyschool.org](http://theberkeleyschool.org).

**JOB OVERVIEW:** The Berkeley School seeks substitute teachers to teach classes at all grade levels and in all subject areas. The ideal candidate is responsible, enthusiastic, reliable, flexible, and has relevant classroom teaching or other child-centered work experience. A teaching credential is not required. Qualified candidates are invited to visit the school, interview, and pass a background check before being placed on the sub list. Once on the list, substitutes are called on an as-needed basis, but generally will be in demand. We are an equal opportunity employer and do not discriminate based on race, ethnicity, age, gender, sexual orientation, or gender identification.

### **ESSENTIAL RESPONSIBILITIES:**

- Maintain a safe, productive learning environment for the students in the classroom and on the playground.
- Execute the teacher's lesson plans or assist the co-teacher in executing the plans for the day.
- Report back to the teacher any concerns or issues from the day.
- Perform lunch, recess, and other additional duties as needed.
- Collaborate with and support the grade level or departmental team.

Salary and benefits are competitive and commensurate with experience. We are an equal opportunity employer and do not discriminate on the basis of race, ethnicity, age, gender, sexual orientation, or gender identification.