

## Substitute Teacher Assistant (4112C) - 60507

### University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=230473>

Downloaded On: May. 9, 2024 11:30am

Posted Feb. 9, 2024, set to expire Jun. 30, 2024

**Job Title** Substitute Teacher Assistant (4112C) - 60507  
**Department**  
**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Feb. 9, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Educational Services

**Apply Online Here** <https://apptrkr.com/5007799>

**Apply By Email**

**Job Description**

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### Substitute Teacher Assistant (4112C) - 60507

#### About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and

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commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](https://grow.berkeley.edu).

### Departmental Overview

Residential and Student Services Programs, as a part of the Division of Student Affairs, provides students with a comprehensive residential student life experience, state of the art dining services, safe and clean residence halls, an effective transition into the University through a well-planned orientation and a developmentally based early childhood education program. The Early Childhood Education Program (ECEP) provides developmental play-based child care for the children of students, staff, and faculty via licensed child care centers on or near the UC Berkeley campus, serving 250 University children between the ages of 3 months and 5 years old.

### Application Review Date

The First Review Date for this job is: November 20, 2023

### Responsibilities

Classroom Responsibilities

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- Provides caregiving functions as needed and when appropriate, i.e. diapering, napping, feeding, nurturing, etc.
- Assists in the maintenance of center as a safe and clean environment for children.
- Practices responsive caregiving in all aspects of daily care.
- Helps organize, set up, supervise and clean up curriculum activities that stimulate children's curiosity and abilities.
- Engages in intentional interactions with children in teaching and learning.
- Observes and interacts with children as individuals and shares observations with staff.
- Provides feedback to teachers that support individual needs of children.
- Provides input to teachers in support of parent/teacher conferences.
- Uses respectful language and positive guidance when addressing children's behavior in the classroom.
- Participates in classroom management to maintain a positive learning atmosphere.
- Cultivates learning of all children, regardless of developmental level and/or presenting temperament.
- Supports implementation of best practices of the philosophies National Association for the Education of Young Children (NAEYC) in all rooms, and Program for Infant and Toddler Care (PITC) philosophy in infant/toddler rooms.

### Professional Responsibilities

- Participates and attends all required ECEP and RSSP meetings, staff meetings, workshops, trainings and other activities as requested by the Associate Director or Center Director.
- Represents ECEP by being responsive, caring and informative in communication with parents, other teaching staff and the campus community at large.
- Develops trustworthy relationships with peers, supervisors and managers.
- Resolves conflicts quickly and involves supervisor and or other management members when appropriate.
- Adheres to policies in the ECEP Teacher's Resource Guide.
- Performs other duties as assigned by supervisor.

### Required Qualifications

- Knowledge of developmental needs and appropriate learning experiences for children 3 months to 5 years.
- Familiarity with child development theory and practice.

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- Ability to lift up to 50 pounds, stand and walk up to 4 hours per day, and to work at child's level.
- Demonstrated ability to perform basic computer use, including: keyboard and mouse, simple data entry, email software, internet search and Microsoft Office Suite.
- Ability to effectively manage multiple priorities.
- Ability to work with diverse clientele using patience, tact, sensitivity and diplomacy.
- Must provide proof of current negative TB clearance, up-to-date MMR vaccination, up-to-date health screening clearance, and compliance with any new State of California or UC Berkeley health requirements for positions working with young children.
- Must complete blood borne pathogen training and State of CA Mandated Reporter training upon hire and annually thereafter.
- Must have current Pediatric CPR/First Aid certification or obtain within 3 months of hire.

### Education/Training:

- High School diploma or GED minimum educational requirement
- Minimum of 6 or more Early Childhood Education (ECE) units, including 3 Infant or Toddler units required if hired for an infant/toddler room

### Preferred Qualifications

- 12 or more ECE units.

### Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

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The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$23.17 (step 1.0).

- This is a 43%, part-time (17.2 hours per week), per diem position.
- Per diem positions are not eligible for the UC benefits plan.

### **How to Apply**

To apply, please submit your resume and cover letter.

### **Conviction History Background**

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

### **Mandated Reporter**

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

### **Physical Exam**

Employment is contingent upon passing a physical exam.

### **Other Information**

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

### **Equal Employment Opportunity**

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The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see [the U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

### Referral Source Info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "*UCB Employee*". Then enter the employee's **Name** and **Berkeley email** address in the **Specific Referral Source** field. Please enter only one name and email.

To apply, visit

[https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

#### Contact

N/A

University of California, Berkeley

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