

Substitute Teacher (4111C) - 71036
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242555>

Downloaded On: Aug. 10, 2024 11:21am

Posted Aug. 2, 2024, set to expire Nov. 28, 2024

Job Title	Substitute Teacher (4111C) - 71036
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 2, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Educational Services
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Apply By Email

Job Description

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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.

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.

Position Summary

Under general supervision, the Substitute Teacher is responsible for supporting play-based curriculum to meet the individual needs of children. Teachers develop and lead small and large group activities for the age and developmental level of children assigned. Substitute Teachers are responsible for supporting child screening, assessment, parent interaction and adherence to local, state and federal standards as well as all licensing regulations pertaining to children in group care settings in the

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absence of the classroom co-teachers, teacher assistants or student staff. Excellent communication and a commitment to teamwork is core to the success of this position.

Responsibilities

Teaching Responsibilities

- Provides primary care giving and maintains daily intake, comments and close communication with parents.
- Performs and records focused child observations while subbing in the classroom and support the completion of California Department of Education (CDE) and California Department of Social Services (DSS) required DRDP assessments for all children.
- Participates in helping to prepare materials and classroom opportunities that meet the individual needs of children.
- Participates in and provides activities that stimulate children's curiosity and abilities aligned with curriculum set by co-teachers in the classroom. This may be assigned at the discretion of the supervisor.
- Supports National Association for the Education of Young Children (NAEYC) "best practices".
- Supports the practices of Program for Infant and Toddler Care (PITC) philosophy in infant/toddler rooms.
- Collaborates with classroom team members to develop programs and summary of findings of Desired Results Developmental Profile (DRDP), and related ITERS/ECERS ratings which evaluates the classroom environment. Includes all children regardless of developmental level and or presenting temperament. This may be assigned at the discretion of the supervisor.

Classroom Responsibilities

- Maintains a positive, safe and nurturing environment for young children and families.
- Develops trusting relationships with children, parents, and colleagues.
- Performs daily health and safety checks on children using the ECEP daily screener.
- Conducts classroom equipment and playground safety inspections routinely.
- Maintains a well-organized classroom by continually restoring and enhancing the environment so it's suitable for young children.
- Establishes and maintains e-portfolio, and assessment of each child in primary care group. This may be assigned at the discretion of the supervisor.
- Models project-based developmental teaching and PITC teaching styles, as appropriate for the age group assigned.

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- May coach, student assistants and volunteers.
- Maintains child family confidentiality of information and records.
- Monitors the sign-in sheets, attendance and meal counts. This may be assigned at the discretion of the supervisor.
- Supports the classroom team by taking needed time to share relevant information with co-workers.
- Uses respectful language and positive guidance when addressing children's behavior in the classroom. Participates in classroom management to maintain a positive learning atmosphere. Includes all children regardless of developmental level and or presenting temperament.

Professional Responsibilities

- Represents ECEP by being responsive, caring and informative in communication with parents, other teachers and the campus community at large.
- Develops trustworthy relationships with peers, supervisors and managers.
- Attends all required meetings, ECEP or RSSP events, trainings and activities related to the classroom and program as scheduled and assigned by the supervisor.
- Resolves conflicts quickly and involves supervisor and or other management members when appropriate.
- Adheres to policies in the ECEP Teacher Resource Guide/ECEP Staff Handbook including, but not limited to health and safety policies, program philosophy guidelines, use of prep time, and any other policies and procedures therein.
- Models intentional learning and emerging literacy in all aspects of teaching and caregiving.
- Performs other duties as assigned by the supervisor.

Additional duties as assigned.

Required Qualifications

- Ability to effectively manage multiple priorities.
- Excellent written and verbal communication skills.
- Ability to work with diverse clientele using patience, tact, sensitivity and diplomacy.
- Familiarity with child development theory and practice.
- Knowledge of developmental needs and appropriate learning experiences for children 3 months to 5 years.
- Ability to lift up to 50 pounds, stand and walk up to 4 hours per day, and to work at child's level.

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- Minimum of 12 early childhood education units; transcripts will be required to confirm units obtained.
- Must have 3 or more infant /toddler development units or be able to obtain them within 6 months of hire.
- Pediatric First Aid and CPR (or must obtain within three months of hire).
- Completion of blood borne pathogen training upon hire and on an annual basis.

Preferred Qualifications

- 24 early childhood education units.

Salary & Benefits

This is a non-exempt per diem position. This position is paid hourly.

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.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$27.26 (Step 1).

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

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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>

- This is not a visa opportunity.
- This recruitment has 13 openings.

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.

Must have received fingerprint clearance through the Department of Social Services Community Care Licensing Division. Background clearance must be maintained while employed as a Substitute Teacher.

Physical Exam

- Maintains current Pediatric CPR/First Aid certification, TB and health screening clearance.

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.

Equal Employment Opportunity

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

https://apptrkr.com/get_redirect.php?id=5480813&targetURL=U.S. Equal Employment Opportunity Commission

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poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

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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