

Substitute Teacher Assistant (4112C) 75794  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252120>

Downloaded On: Feb. 27, 2025 2:55pm

Posted Jan. 27, 2025, set to expire Jun. 30, 2025

<b>Job Title</b>	Substitute Teacher Assistant (4112C) 75794
<b>Department</b>	Residential and Student Services Programs
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jan. 27, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Child and Social Services
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**Job Description**

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**Substitute Teacher Assistant (4112C) 75794**

**About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

### 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.

### Responsibilities

#### Classroom Responsibilities

- 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.

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- 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**

- Minimum of 6 or more units in Early Childhood Education (ECE). Minimum of 6 or more ECE units, including 3 Infant or Toddler units required if hired for an infant/toddler room
- Knowledge of developmental needs and appropriate learning experiences for children 3 months to 5 years.
- Familiarity with child development theory and practice.
- 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 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.
- High School diploma or GED minimum educational requirement

### **Preferred Qualifications**

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- 12 or more ECE units.

### **Salary & Benefits**

This is a part-time (17.2 hours per week) per diem position.

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 hourly rate that the University reasonably expects to pay for this position is \$24.14.

### **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>

This is not a visa opportunity.

### **How to Apply**

To apply, please submit your resume and cover letter.

### **Physical Exam**

Employment is contingent upon passing a physical exam.

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.

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### **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 Teacher.

### **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.

### **Misconduct Disclosure**

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

### **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.

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](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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