

Classroom Assistant, Early Childhood Education (Per
Diem, 4127U) 79823
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=260001>

Downloaded On: Jul. 22, 2025 12:19am

Posted Jul. 21, 2025, set to expire Jun. 30, 2026

Job Title	Classroom Assistant, Early Childhood Education (Per Diem, 4127U) 79823
Department	Residential and Student Service Programs
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 21, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Child and Social Services
Apply Online Here	https://apptrkr.com/6393831

Apply By Email

Job Description

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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 Service Programs (RSSP) is a complex "cluster" of student service and residential housing auxiliary services departments with an aggregated operating budget of approximately \$145 million and over 2,500 employees.

The Early Childhood Education Program (ECEP) is a department in RSSP that provides early education and child care for 262 infant, toddler, and pre-school children of students, faculty, staff and community families in five centers across campus and the surrounding community. Our program teaches UC Berkeley's youngest students in a safe, nurturing, stimulating environment that sparks curiosity and provides a strong foundation for lifelong learning. We focus on developmentally appropriate activities and care giving interactions that support emotional, social, physical, and cognitive growth and health. Our staff provide UC Berkeley affiliated parents peace of mind - whether they are pursuing academic, research or administrative excellence on campus or in the surrounding community - by ensuring their young children receive research-based best practice care and education support close by. The program serves children as young as 3 months old up until they attend kindergarten.

Classroom Assistants will have the opportunity to help teachers in a wide variety of activities including care giving, supervision of children and carrying out curriculum. The position will include but is not limited to assisting in maintenance of a safe and healthy environment. Meal preparations and housekeeping duties will vary upon time of day spent in the classroom. Some staff meetings and trainings with supervising teachers may be required.

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Responsibilities

Classroom Assistance

- Interacts with children and classroom staff in a positive manner.
- Assists in providing developmentally appropriate learning experiences and activities for children under the direction and supervisor of professional teaching staff.
- Assists in maintenance of center as a safe, clean, and supportive environment for children.
- Assists in maintaining standards of student behavior needed to achieve functional learning atmosphere in the center.
- Participates in meetings with supervising teacher to discuss concerns and to plan curriculum.
- Provides care giving functions when appropriate, i.e. diapering, napping, feeding, nurturing, etc.
- Develops knowledge of teaching methods, techniques and skills through continuing education.
- Participates in required professional development activities.

Observation

- Observes and interacts with children respecting their rights as individuals and shares observation with staff. Escalates concerning observations quickly and appropriately to ensure the safety of all children.
- Functions as a Mandated Reporter under California Child Abuse and Neglect Act (CANRA) to report observed/suspected abuse or neglect of children, dependent adults and elders to designated law enforcement or social service agencies.

Administrative Responsibilities

- Participates in in-service meetings, staff meetings, workshops, and other program activities as requested.

Professional development and other duties as assigned.

Required Qualifications

- Verbal and written communication skills in the English language, active listening, and dynamic flexibility in adapting to the needs of clients.
- Ability to exercise sound judgment and employ reasoning skills.
- Basic skills in computer programs relevant to job duties.
- Ability to multi-task in a busy environment.

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- Previous experience working with/caring for young children or early childhood education coursework on how young children learn and develop at different stages.
- Must complete blood borne pathogen upon hire and annually
- High school diploma and / or equivalent certification / experience / training

Preferred Qualifications

- PITC (Program for Infant/Toddler Care) exposure preferred.
- Previous experience or familiarity with emergent, play-based, Reggio inspired, Montessori or similar early education philosophy and approach preferred.
- Knowledge of, or can quickly learn, campus policies and procedures.
- Active Child CPR Certification
- Standard First Aid Training Certification

Salary & Benefits

This is a 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 \$19.18.

Other Information

This is not a visa opportunity.

How to Apply

To apply, please submit your resume and cover letter.

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Physical Exam

Employment is contingent upon passing a physical exam (Must test TB negative and have health screening clearance, including up-to-date measles and pertussis vaccination and any new State or UC Berkeley health requirements for positions working with young children).

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.

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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

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

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

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applying for or inquiring about this job announcement.

Contact

N/A

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