

Substitute Teacher, Early Childhood Education (Per Diem,
4111C) 79800
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=260004>

Downloaded On: Jul. 22, 2025 12:05am

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

Job Title	Substitute Teacher, Early Childhood Education (Per Diem, 4111C) 79800
Department	Residential and Student Services 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
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Job Description

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Substitute Teacher, Early Childhood Education (Per Diem, 4111C) 79800

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.

The substitute teacher role is part of a team of early childhood educators who provides quality early childhood services to children of university faculty, staff and students at centers in Berkeley and Albany. The substitute teacher is responsible for supporting children and guiding student assistants, substitute teachers, parents and volunteers across multiple centers and may work with any age group of children within the program (infant, toddler and preschool age children). Substitute teachers are on-call and scheduled by the program to support classrooms where a co-teacher, teacher's assistant or student assistant may be absent.

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.

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- 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.
- 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,

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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.

Required Qualifications

- Ability to effectively manage multiple priorities.
- Ability to work with a variety of clientele using patience, tact, sensitivity and diplomacy.
- Minimum of 12 Early Childhood Education units are required - transcripts will be required to confirm units obtained
- 3 or more ECE Infant or Toddler units required or be able to obtain them within 6 months of hire.
- 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.
- 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.
- Excellent written and verbal communication skills.
- Maintains current Pediatric CPR/First Aid certification (or must obtain within three months of hire), TB and health screening clearance.
- Completion of blood borne pathogen training upon hire and on an annual basis.
- High school diploma and/or equivalent experience/training

Preferred Qualifications

- 24 ECE Units are preferred

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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 hourly rate that the University reasonably expects to pay for this position is \$28.13 (stepped rate).

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 (TB and health screening clearance).

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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.

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

The University of California is an Equal Opportunity Employer. All qualified applicants will receive

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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
applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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