

Teacher, Early Childhood Education Program (4107C)
77233
University of California, Berkeley

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Posted Mar. 26, 2025, set to expire Jul. 1, 2025

Job Title	Teacher, Early Childhood Education Program (4107C) 77233
Department	Residential and Student Services Programs
Institution	University of California, Berkeley Berkeley, California
Date Posted	Mar. 26, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Childhood/Youth Education
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Job Description

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Teacher, Early Childhood Education Program (4107C) 77233

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

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transformative opportunity it provides to a large and diverse student body; its public mission and 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 is part of the Division of Student Affairs under the direction of the Associate Vice Chancellor of Residential and Student Service Programs (RSSP). RSSP provides and manages residential student housing, residential life programs, residential dining, as well as early care & education services for students, faculty, and staff. RSSP also conducts a summer conference and year-round catering business, operates seven campus restaurants, and manages twenty-six faculty apartments. RSSP's annual operating budget is \$150,000,000 and the cluster employs over 2500 career, limited, contract and student employees creating a "culture of care" for our students and all other customers and stakeholders.

The Early Childhood Education Program (ECEP) serves over 260 children (3 months through pre-kindergarten) of university (faculty, staff and students) and community families. The program consists of over 60 career FTE, 10 30+ limited and per diem substitutes, and 60 - 80 student assistants who work daily with children and families in the program to assure quality early education experiences that best nurture and develop the individual child, support a family responsive environment for the

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university and advance the field of early childhood education.

Position Summary

This position requires a strong foundation in ECE pedagogy and developmentally appropriate care and educational practices for young children in a group setting that utilizes low adult to child ratios.

Under general supervision, responsible for supporting a play-based, emergent curriculum including preparing and implementing lesson plans which best meet the individual needs of children within the context of a group setting. The curriculum is "emergent" because it is derived from the children's interest and is teacher-facilitated rather than teacher-directed. Teachers develop and lead small and large group activities appropriate to the age and developmental level of children assigned. The program also commonly follows the National Association for the Education of Young Children (NAEYC) best practices and a care giving philosophy recommended by the Program for Infant and Toddler Care (PITC). Teachers are responsible for child screening and ongoing assessment based on established child development milestones to better support the individual needs of each child and to determine whether any referrals are necessary for more formal screening and assessment.

Teachers are also responsible for regular parent communication and interaction regarding their child's progress and adherence to local, state and federal standards as well as all licensing regulations pertaining to children in group care settings. Excellent communication and a commitment to teamwork is core to the success of this position.

Application Review Date

The First Review Date for this job is April 7, 2025

Applications will remain open until all vacancies are filled.

Responsibilities

Teaching Responsibilities

- Provides primary caregiving in a safe and developmentally appropriate manner aligned with CCL, CDSS and CDE requirements and ECEP's curriculum and philosophy practices.
- Maintains daily intake forms and ensures daily professional communication with parents.
- Escalates parent communication for injuries above the neck, injuries that break the skin, injuries requiring first-aid treatment and/or behavior/developmental concerns.

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- Prepares materials and classroom opportunities that supports the emerging interests of the children and supports their individual needs.
- Plans and provides activities that stimulate children's curiosity and abilities and encourages their social emotional, fine and gross motor, language, pre-literacy, and other critical developmental foundational skills.
- Participates in intake for new students and parent/teacher conferences (fall and spring) or more frequently if needed.
- Collaborates with classroom team members to develop programs and summary of findings that relates to Desired Results Developmental Profile (DRDP) findings, and related ITERS/ECERS ratings which evaluates the classroom environment.
- Also, working knowledge of the Classroom Assessment Scoring System (CLASS), where appropriate to evaluate teacher/child interactions and engaging environments.
- Performs and records focused child observations which includes CDE/CDSS required DRDP assessments for all children using the ECEP designated software system.
- Attends ECEP sponsored trainings and supports any other classroom and quality/teaching effectiveness tools and software that may also be used as the program adopts new approaches based on research and CDE/CDSS and other funding requirements.
- Includes all children regardless of developmental level and or presenting temperament without bias, or exclusion from activities that separates children from the group.
- Supports and maintains NAEYC "best practices" and NAEYC Code of Ethical Conduct and Commitment.
- Supports PITC philosophy in infant/toddler rooms and young preschool rooms, where operationally possible and appropriate, recognizing that some children may need to be moved to different teachers and/or classrooms based on the individual child's developmental needs and updates needs and services plans quarterly.

Classroom Responsibilities

- Maintains a positive, safe and nurturing environment for young children and families.
- Develops trusting and professional relationships with children, parents, and colleagues.
- Performs daily health and safety checks on children throughout the day and alerts parent(s), classroom families, and Center Director or Site Supervisor as appropriate.
- Conducts classroom equipment and playground safety inspections daily and notifies Center Director or Site Supervisor for areas requiring maintenance or replacement.
- Maintains a well-organized classroom by continually restoring and enhancing the environment so it's suitable for young children.
- Establishes and updates needs and services plan, DRDP portfolio (electronic), and assessment of each child in primary care group.

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- Models ECEP philosophy and standards of professionalism.
- Coaches substitute teachers, student assistants and volunteers and communicates performance or training issues to the Center Director or Site Supervisor in a timely manner.
- Completes classroom environmental ratings (ITERS/ECERS) annually and ERS Summary of Findings.
- Maintains child family confidentiality of information and records.
- Ensure parents sign-in/sign out during assigned shift; be aware of attendance throughout the shift to ensure appropriate ratios and child safety, and record meal counts at point of service.
- Practices emergency drills as required by state regulations.
- Supports classroom team by taking time to share relevant information with co-workers as soon as possible without jeopardizing supervision of children.
- 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, cultural background and primary language spoken, and/or expressed behavior or personality.

Professional Responsibilities

- Provides additional on-the-job training and on-going coaching to assigned student assistants (SA) in collaboration with Center Director or Site Supervisor as outlined in ECEP Teacher Resource Guide (Staff Handbook) and provides input into their evaluation.
- Provides input to the Center Director or Site Supervisor on training and resources to improve SA hiring and training process.
- Participates in classroom parent meetings, parent conferences and special center events.
- Plans and leads center intake meetings and orientation of new families.
- Contributes to the center newsletter and communications.
- Represents ECEP by being professional at all times, responsive, caring and informative in communication with parents, fellow teachers, co-workers, and the campus community at large.
- Does not share internal conflict or philosophical/curriculum disagreements with parents and others and when unsure, consults with Center Director or Site Supervisor on communication.
- Develops collaborative and respectful relationships with peers, supervisors and managers.
- Attends all required meetings which includes staff and individual required training, staff meetings, team meetings, enrollment & program update related open houses, individual performance reviews, as scheduled and assigned by supervisor.
- Addresses conflicts in a timely manner and involves Center Director or Site Supervisor, Human Resources, and or other management members when appropriate.
- Immediately informs the Center Director or Site Supervisor of emerging parent conflict.

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- Adheres to policies in the ECEP Teacher Resource Guide (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 supportive emerging literacy practices in all interactions with children and always models appropriate professional behavior including calm tone when in presence or hearing distance of children.
- Performs other duties as assigned by supervisor that are appropriate to classification and within CBA.

Required Qualifications

- Demonstrated ability to perform basic computer use, including: keyboard and mouse, simple data entry, use of email software and internet search.
- Proficiency with basic level MS Word and DRDP Technologies.
- Ability to safely manage multiple children (within established ratios) and provide engaging activities and appropriate interactions to encourage learning and social emotional development.
- Demonstrated time management skills to develop appropriate lesson plans and meet all reporting requirements for tracking student development and adjust to unexpected team shift absences.
- Ability to proofread own work (DRDPs, documentation boards, email or other communication, etc.) for accuracy.
- Ability to work with diverse clientele professionally using patience, tact, sensitivity and diplomacy.
- Demonstrated ability and experience to teach and work independently in a center-based child care program.
- Knowledge of developmental needs and appropriate learning experiences for children 3 months to 5 years.
- Familiarity with child development theory and practice.
- Effective written and verbal communication skills.
- Maintains current EMSA Pediatric CPR/First Aid certification (if not, must obtain within the first 3 months of employment).
- Must complete blood borne pathogen training annually - upon hire.
- Maintains current CA Commission on Teacher Credentialing Child Development Teacher Permit or higher.
- Must have 3 or more Infant/Toddler development units. If hired for an Infant/Toddler room.

Salary & Benefits

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This is a 100% full-time (40 hrs a week) non-exempt career position, which is paid hourly and eligible for UC 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.

The budgeted hourly range that the University reasonably expects to pay for this position is \$28.03 (Step 4) - \$29.28 (Step 6).

How to Apply

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

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.

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.

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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.

Physical Exam

- Proof of current TB clearance, up-to-date measles vaccination and health screening clearance along with any new States or UC Berkeley health requirements for the position prior to working with young children.

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

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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