

Teacher Assistant, Early Childhood Education Program
(4108C) 77232
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254884>

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

Job Title	Teacher Assistant, Early Childhood Education Program (4108C) 77232
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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Apply By Email

Job Description

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Teacher Assistant, Early Childhood Education Program (4108C) 77232

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 high quality early education experiences that best nurture and develop the individual child, support a family responsive environment for the university and advance the field of early childhood education.

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Assistant Teachers support and provide feedback to the Teachers regarding 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. Assistant Teachers are also responsible for supporting the parent communication process and interaction regarding 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

Job posting will remain open until all headcounts are filled.

Responsibilities

- Provides caregiving functions as needed and when appropriate, i.e. diapering, napping, feeding, nurturing, etc.
- Assists in building and maintaining a positive, safe, and nurturing environment for young children and families
- Helps to ensure appropriate ratios and child safety throughout the shift.
- 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.
- Helps prepare materials and classroom opportunities that support the emerging interests of the children and supports their individual needs.
- Helps plan and provide 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 meetings with teachers to discuss concerns and to plan curriculum.
- Supports NAEYC "best practices".
- Supports PITC philosophy in infant/toddler 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.
- Observes and interacts with children as individuals and shares observations with staff.
- Provides both written and verbal 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

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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.

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.
- Ability to safely manage multiple children (within established ratios) and provide engaging activities and appropriate interactions to encourage learning and social emotional development.
- Ability to proofread own work (email or other communication, etc.) for accuracy.
- Ability to work with diverse clientele using patience, tact, sensitivity and diplomacy.
- Demonstrated ability and experience to teach and work independently in a center-based child care program
- Minimum of 12 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.
- Physical ability to care for and engage young children in activities which includes: lifting up to 50 pounds, standing and walking up to 4 hours per day, and bending and squatting to work at child's eye level.
- Pediatric First Aid and CPR (or must obtain within three months of hire).
- Effective written and verbal communication skills.

Salary & Benefits

This is a full-time career position.

The position is eligible for the full range of UC Benefits. This position is eligible for the full range of 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



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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 \$24.82 (Step 4) - \$25.96 (Step 6).

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>

How to Apply

To apply, please submit your resume and cover letter.

Physical Exam

Employment is contingent upon passing a physical exam.

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



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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/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



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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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