

Career Substitute Teacher (4107C)

About Berkeley

The University of California, Berkeley, is one of the world's most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley's culture of openness, freedom and acceptance—academic and artistic, political and cultural—make it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at <http://jobs.berkeley.edu/why-berkeley.html>.

Application Review Date

The First Review Date for this job is: September 28th, 2018.

Position will remain open until filled.

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.

Under general supervision, responsible for supporting play-based curriculum including preparing and implementing lesson plans which meet the individual needs of children. Teachers develop and lead small and large group activities for the age and developmental level of children assigned. Teachers are responsible for child screening, assessment, parent interaction 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.

Responsibilities

Teaching Responsibilities

- Provides primary care giving and maintains daily intake, comments and close communication with parents.
- Performs and records focused child observations which includes California Department of Education (CDE) required DRDP assessments for all children.
- Prepares materials and classroom opportunities that meet the individual needs of children.

- Plans and provides activities that stimulate children's curiosity and abilities.
- Participates in parent/teacher conferences (fall and spring) or more frequently if needed.
- 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 that respond to parent survey summaries, DRDP findings, and ITRS/ECRS ratings.
- Includes all children regardless of developmental level and or presenting temperament.

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.
- Conducts classroom equipment and playground safety inspections routinely.
- Maintains well organized classroom by continually restoring and enhancing the environment so it's suitable for young children.
- Establishes and maintains center file, portfolio, and assessment of each child in primary care group.
- Models project-based developmental or PITC teaching styles, as appropriate for age group assigned.
- Coaches substitute teachers, student assistants and volunteers.
- Completes classroom environmental ratings annually.
- Maintains child family confidentiality of information and records.
- Monitors the sign-in sheets, attendance and meal counts.
- Monitors disaster preparedness supplies & practices drills.
- Supports 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

- Directs, orients, trains, coaches and evaluates student assistants in collaboration with Site Coordinator or Center Director as outlined in ECEP Teacher Resource Guide.
- Participates in classroom parent meetings, parent conferences and special center events.
- Plans and leads center intake meetings and orientation of new families.
- Contributes to center newsletter and program publications.
- Represents ECEP by being responsive, caring and informative in communication with parents, 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 supervisor.
- Resolves conflicts quickly and involves supervisor and or other management members when appropriate.
- Adheres to policies in the ECEP Teacher Resource Guide 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 care giving.
- Performs other duties as assigned by supervisor.

IIPP Statement

Works in safe and responsible manner while not putting self or others at risk. This includes complying with applicable policies and regulations; using personal safety gear; observing warning signs; learning about potential hazards; and reporting unsafe conditions.

This position meets the following background check criteria: “Care, safety, and security of people or property” (Direct contact with children).

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 Excel.
- Ability to effectively manage multiple priorities.
- Ability to proofread work 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
- 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 Teacher.
- Excellent written and verbal communication skills.

Education/Training:

- Maintains current CA Teacher's Commission Child Development Teacher Permit or higher.
- Must have 3 or more infant/toddler development units

Licenses or certifications required, if any:

- Maintains current Pediatric CPR/First Aid certification (must obtain within three months of hire)
- Current Health Screening clearance and TB clearance
- Up-to-date measles and pertussis vaccination and any new State or UC Berkeley health requirements for positions working with young children.
- Must complete blood borne pathogen training annually - upon hire.
- Must complete on-line State of CA Mandated Reporter training - upon hire.

Salary & Benefits

The hourly salary range for this position is Step 3.0 (\$21.69/hour) - Step 6.0 (\$23.18).

For information on the comprehensive benefits package offered by the University visit:

<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>

How to Apply

Please submit your cover letter and resume as a single attachment when applying.

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.

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 see:

http://www.eeoc.gov/employers/upload/poster_screen_reader_optimized.pdf

For the complete University of California nondiscrimination and affirmative action policy see:

<http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>

To apply, visit <https://apptrkr.com/1399120>

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