

**COMMUNITY EMPLOYMENT LISTING FORM FOR FIRST5ECC.ORG**

Note: Job listings will be posted for 2 months. Please notify us if you fill the position or need an extension.

<b>NAME OF ORGANIZATION</b>	UC Berkeley
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<b>POSITION TITLE</b>	Infant/Toddler Teacher - Early Childhood Education Program (4107C) - #21871
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<b>SHORT DESCRIPTION OF JOB</b>
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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 university and advance the field of early childhood education.

The position 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. Reports to Assigned Site Coordinator or Center Director. Responsible for directing children and guiding student assistants, substitute teachers, parents and volunteers.

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.

## SHORT DESCRIPTION OF QUALIFICATIONS NEEDED

- State of California Child Development Teacher Permit (or higher level). Teacher Permit must be maintained while employed for UC Berkeley ECEP as a Teacher.
- 3 or more ECE Infant or Toddler units required if hired for an infant/ toddler room.
- Must have received fingerprint clearance through the Department of Social Services Community Care Licensing Division. Background clearance must be maintained while employed for UC Berkeley.
- 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.
- 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.
- Excellent written and verbal communication skills.

### **Education/Training:**

- Current CA Teacher's Commission Child Development Teacher Permit or higher. Teacher Permit must be maintained while employed for UC Berkeley ECEP as a Teacher.
- Must have 3 or more infant/toddler development units

### **Licenses or certifications:**

- Current Pediatric CPR/First Aid certification or ability to obtain within three months of hire. Certification must be maintained while employed for UC Berkeley ECEP.
- 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.

## ADDITIONAL INFORMATION ABOUT THE POSITION

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.

## HOW TO APPLY OR WHERE TO GET MORE INFORMATION

Please submit your cover letter and resume as a single attachment when applying at [jobs.berkeley.edu](http://jobs.berkeley.edu)

Click on 'Job Listings' followed by 'External Applicants', and then search for job number #21871