

EARLY CHILDHOOD EDUCATION PROGRAM

Berkeley
UNIVERSITY OF CALIFORNIA

STUDENT ASSISTANT JOB DESCRIPTION

PLEASE RETURN TO:

Early Childhood Education Program
2339 Haste Street
Berkeley CA 94720-7416
Phone 510.642.1827 Fax 510.642.6668
<http://ece.berkeley.edu/>

BRIEF DESCRIPTION OF POSITION

The student assistant works at one of the UC Berkeley Early Childhood Education Centers. Typical work shifts are in 3 hour increments between 7:45am-5:45pm Monday-Friday, with multiple shifts each week; a standard work schedule is required. He/she provides assistance to the instructional staff in all areas of responsibility assigned. In general a student assistant helps plan, organize, set up and clean-up curriculum activities. The student assistant is directly supervised by the center's teaching staff. Work experience in center-based child development program is preferred.

ASSISTANT TEACHING RESPONSIBILITIES

- Assists in maintaining standards of student behavior needed to achieve a functional learning atmosphere in the center.
- Assists in providing appropriate learning experiences and activities for the children.
- Assists in maintenance of center as a safe and clean environment for children.
- Observes and interacts with children as individuals and shares observations with staff.
- Participates in meetings with supervising teacher to discuss concerns and to plan curriculum.
- Provides care giving functions when appropriate, i.e. diapering, napping, feeding, nurturing, etc.
- Participates in in-service meetings, staff meetings, workshops and other activities as requested.
- Functions as a Mandated Reporter under California Child Abuse and Neglect Act (CANRA) to report observed/suspected abuse or neglect of children, dependent adults and elders to designated law enforcement or social service agencies.

Upon hiring you will be required to have:

1. **A completed Health Screening form**
2. **Evidence of TB screening**
3. **Cleared a background check with live scan fingerprinting before you are assigned to your job**
4. **Completed California CANRA/Mandated Reporter paperwork and online CANRA training**

STARTING PAY RATE IS \$12.53/hour
WORKSTUDY IS PRIORITIZED

TERM & YEAR _____

Date of Application _____

ECEP STUDENT EMPLOYMENT APPLICATION

| | | | |
|--|-------------------|--|---------------|
| Name | Local Address | | |
| Student ID # | City / Zip | | |
| E-mail | Permanent Address | | |
| Phone # | City/State/Zip | | |
| Best time to be reached: | | Current Student Status (i.e. Freshman) | |
| Do you have work-study? <input type="checkbox"/> No <input type="checkbox"/> Yes, \$_____ (amount) | | Are you 18 years of age or older? <input type="checkbox"/> No <input type="checkbox"/> Yes | |
| Have you ever been employed by this University? <input type="checkbox"/> No <input type="checkbox"/> Yes | | | |
| If yes, indicate: | Dept | Position Held | Dates from/to |

AVAILABILITY:

Indicate your work availability between **7:45AM-5:45PM, Monday – Friday**. Make sure that you are available for **at least 3 consecutive hours**. *What you state here does not necessarily guarantee you will be working these hours.*

Monday_____ **Tuesday**_____ **Wednesday**_____ **Thursday**_____ **Friday**_____

| |
|---|
| Are you available to work in the Summer (mid-May through mid-August)? <input type="checkbox"/> No <input type="checkbox"/> Yes |
| Are you able to work at our facility in Albany (located 3 miles from the UCB campus)?: <input type="checkbox"/> No <input type="checkbox"/> Yes |

Age Group Preference Infants Toddlers Preschool

Reason:

Job related skills, special training, and languages spoken:

What do you hope to gain from your work experience with us?

Summarize your qualifications and your background as they support your application for this position:

Employment and /or Volunteer Experiences:

| | | | |
|-------------------|--------------|-------|-------|
| Position | Address/City | Phone | Dates |
| Comment/More Info | | | |
| Position | Address/City | Phone | Dates |
| Comment/More Info | | | |
| Position | Address/City | Phone | Dates |
| Comment/More Info | | | |

Please list three references, one of which has knowledge of your work performance:

| | | |
|------|------------------|-------|
| Name | Address/City/Zip | Phone |
| Name | Address/City/Zip | Phone |
| Name | Address/City/Zip | Phone |

OFFICE USE ONLY

Interviewer Comments:

| | | | | | |
|---------|--------|-----|-----|-------|-----|
| Central | DWIGHT | CKC | CSC | HASTE | UVA |
|---------|--------|-----|-----|-------|-----|