



We need you with your talents and abilities to help eliminate the effects of poverty, to make our community a better place to live, and to help people obtain knowledge and skills to achieve self-reliance and economic stability.

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<b>Job Title:</b>	Instructional Aide I / Janitor Instructional Aide II / Janitor
<b>Position Type:</b>	Regular, full-time, union-represented, non-exempt level
<b>Department:</b>	Madera Head Start
<b>Salary Schedule:</b>	Range 15.0 (\$13.84 – 16.87 hourly) Range 15.5 (\$14.19 – 17.29 hourly)
<b>Position Summary:</b>	Under the immediate supervisor's direction, performs the necessary duties to assist implementation of a comprehensive child development program for children that meets the Head Start Performance Standards, utilizes developmentally appropriate practices for pre-school or infant/toddler children and complies with Community Care Licensing Regulations

**Minimum Qualifications:**

**EDUCATION / EXPERIENCE**

**Instructional Aide I / Janitor**

- High School Diploma or GED, and
- In preparation of applying Child Development Associate (CDA) Credential, completes 120 hours of formal early childhood education training offered by the CAPMC; training covers the growth and development of children in each of the eight CDA subject areas, **OR**
- Completes a minimum of 3-6 Early Childhood Education (ECE) or Child Development (CD) units within 12 months of hired
- Enrolls and maintains educational plans leading to an Associate's Degree in child development, early childhood education, or equivalent coursework following initial employment.
- Some experience working with preschool aged children and cleaning.

**Instructional Aide II / Janitor**

- High School Diploma or GED, and
- Completes 7-11 units in Early Childhood Education (ECE) or Child Development (CD) units, **OR**
- Works towards a Child Development Associate (CDA) Credential.

- Enrolls and maintains educational plans leading to an Associate Teacher Permit.
- One year of experience working with preschool aged children and cleaning or related training.

#### LICENSES / CERTIFICATES / PERMITS:

- Assistant Teacher Permit is preferred
- Must have CPR Certification within 120 days of hire
- Must have First Aid Certification within 120 days of hire

#### ABILITY TO

- Work effectively with children and parents; carry out oral and written directions; respect the confidentiality of program-related incidents and information; operate necessary program equipment; maintain positive attitude toward and control of the children; sustain cooperative relationships with those contacted in course of work.
- Use cleaning material and equipment.
- Perform physical labor activities.
- Read, write, and speak Spanish is preferred.

#### KNOWLEDGE OF

- Child growth and development principles.

#### General Physical Requirements:

- Medium work: exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

#### **Selection Process:**

Only applicants who meet the qualification standards of this position by the application filing will be allowed to participate in the examination process. Requests for a special accommodation to participate in the selection process should be made at the time you are contacted to schedule an interview. The selection process may include skill set testing, first and second round panel interviews. This position is open until filled.

#### **Compensation and Benefits:**

- Retirement: CAPMC's retirement plan is a 403(b) plan. Employees are eligible to make elective contributions to their 403(b) plan upon employment. Employees can participate in employer's contribution.
- Health Insurance: CAPMC provides eligible employees insurance coverage for medical, dental, vision and life through various policies.
- Employee Assistance Program: CAPMC offers an employee assistance program for employees and dependents that provides counseling and services when dealing with life's challenges.

**General Information:**

Applications may be obtained from CAPMC's website [www.maderacap.org](http://www.maderacap.org), visit 1225 Gill Ave Madera or calling the Human Resources Office at (559) 673-9173. Applicants must be submitted to the CAPMC's Human Resources Office.

The CAPMC is an equal opportunity employer. CAPMC provides equal employment opportunity to all persons regardless of race, national origin, religion, color, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, transgender, sex stereotyping, age, sexual orientation, military status, veteran status, and any status protected by applicable federal, state and local laws.

Appointment will be contingent upon passing a pre-employment alcohol and drug screen, fingerprint clearance and reference checks, pre-employment physical, immunization requirement, and TB test is required for Head Start budgeted positions.

**Affirmative Action / Equal Employment Opportunity / Drug Free Employer**