



Are you...

- Ready to start your career to change people's lives?
- Ready to work with families in our communities?
- A team player who wants to contribute?

Area Manager

Location: Madera, California

Salary: \$4640 - 5653 monthly

Benefits: 403(b) retirement plan, medical/dental/vision/life, Employee Assistance Program

Final filing date: Open Until Filled

Apply: submit [an application](#) to employment@maderacap.org; may obtain application from CAPMC's website, www.maderacap.org.

[CAPMC](#) is seeking an experienced leader to performs the operation of a multicultural, comprehensive early childhood education program designed to meet the needs of low-income children and their families. Oversees and supervises quality program services for children and families within the Head Start Programs. Assists with overall planning and operations of Head Start Program.

The ideal candidate must be a self-motivated individual with the ability to work in a fast-changing environment. S/he will be collaborative, inclusive, tech savvy, and committed to exceptional customer service. S/he must have excellent verbal and written communication skills and has the skills of for being a situational leader and remain calm in stressful situations. Able to read, write and speak Spanish is preferred. Candidates will demonstrate the ability to develop and implement the establishment of new centers according to State Licensing regulations and Head Start Performance Standards, able to create and implement educational plans and training program for teaching staff, have knowledge of family assessment and assistance plans, and to identify and analyze complex problems with recommended viable solutions.

Minimum Qualifications:

EDUCATION / EXPERIENCE:

- Bachelor's Degree in Early Childhood Education or Child Development and;
 - ✓ 4 years of supervisory experience
 - ✓ Must hold a Site Supervisor Permit
- OR**
- Bachelor's Degree in Human Development or related field and;
 - ✓ 6 years of supervisory experience
 - ✓ Must hold a Program Director Permit

LICENSES / CERTIFICATES / PERMITS:

- Valid California Driver's License
- Must have a current and valid Site Supervisor or Program Director Permit.
- Possess Pediatric First Aid and CPR certification bi-annually.

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.

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 funded positions.

Affirmative Action / Equal Employment Opportunity / Drug Free Employer