



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?

Instructional Aide I/Janitor – Instructional Aide II

Location: Madera, California

Salary: \$14.09 hourly for Instructional Aide I/Janitor; \$14.44 hourly for Instructional Aide II/Janitor

Budgeted: Full time at 10 months

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 a passionate and creative person to perform 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. Assists with classroom coverage and services to children and complies with Community Care Licensing Regulations. The individual will demonstrate the 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.

The individual will demonstrate to possess the knowledge of:

- Child growth and development principles.

Minimum Qualifications:

EDUCATION / EXPERIENCE:

Instructional Aide I / Janitor

- High School Diploma or GED.
- Completes a minimum of 0-5 Early Childhood Education (ECE) or Child Development (CD) units within 12 months of hire
- 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.
- Ensures a minimum of 15 hours of professional growth hours are completed and documented annually.

Instructional Aide II / Janitor

- High School Diploma or GED, and

- Completes 6-11 units in Early Childhood Education (ECE) or Child Development (CD) units,
- Enrolls and maintains educational plans leading to an Associate's Degree in child development, early childhood education, or equivalent coursework following initial employment.
- One year of experience working with preschool aged children and cleaning or related training.
- Ensures a minimum of 15 hours of professional growth hours are completed and documented annually.

LICENSES / CERTIFICATES / PERMITS:

- Assistant Teacher Permit.
- Must have CPR Certification within 6 calendar months of hire
- Must have First Aid Certification within 6 calendar months of hire

General Physical Requirements: Medium work: climbing; 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.

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 funded positions.

Affirmative Action / Equal Employment Opportunity / Drug Free Employer