



Mission: Helping people, changing lives and making our community a better place to live by providing resources and services that inspire personal growth and independence.

Vision: CAPMC will be recognized as a premier social service agency that eliminates the effects of poverty by helping people obtain knowledge and skills to achieve self-reliance and economic stability... one lift at a time.

*Come & Consider Joining Our Team*

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## Community Action Partnership of Madera County

**Title:** Instructional Aide / Janitor

**Location:** Madera, California

**Types:** Part-time at 20 hours weekly; 11 months annually

**Compensation:** \$15.28 per hour; discount program, supplemental insurance, Employee Assistant Program

[CAPMC](#) is seeking a strategic and creative person to be responsible for performing 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

This individual must have 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 a positive classroom environment.
- Use cleaning material and equipment.
- Perform cleaning and sanitizing tasks.
- Read, write, and speak Spanish is preferred.

This individual will demonstrate to possess the knowledge of:

- Child growth and development principles.
- Safe food handling.

### Requirements/Qualifications:

- Obtains Pediatric First Aid and CPR certification within 6 calendar months of hire, and re-certification bi-annually.
- Has a valid California's Driver License.
- Has a valid Assistant Teacher Permit within 12 months of hire.

### **Instructional Aide I / Janitor**

- High School Diploma or GED, and
- 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,
- Maintains educational plans to increase knowledge and skills in early childhood education, or equivalent coursework following initial employment.
- One year of experience working with children 0 to 5 years with child care facility cleaning procedures.
- Ensures a minimum of 15 hours of professional growth hours are completed and documented annually.

General Physical Requirements:

- Exerting up to 30 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Able to maintain regular, punctual attendance consistent with the Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), California Family Rights Act (CFRA) and other federal, state and local standards.
- Able to perform the essential job functions consistent with the ADA, FMLA, CFRA and other federal, state and local standards.

**Apply:** visit [www.maderacap.org](http://www.maderacap.org) and submit [an application](#) to [employment@maderacap.org](mailto:employment@maderacap.org)

Appointment will be contingent upon passing a pre-employment alcohol and drug screen, fingerprint clearance, and reference checks, pre-employment physical, immunization requirement, COVID-19 vaccine mandates, and TB test is required for Head Start funded positions.

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