



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:** Site Supervisor / Teacher

**Location:** Madera, California

**Types:** Full-time; 10 months annually

**Compensation:** \$21.59 per hour; medical/dental/vision/life, Employee Assistant Program, 403(b) retirement plan

[CAPMC](#) is seeking a strategic and creative person to be responsible for planning and implementing a comprehensive educational program for children ages 3-5 years at an assigned center. Responsible for all areas of center operations.

This individual must have the ability to:

- Read, write, and speak Spanish is preferred.
- Plan and develop with parents an individualized program for the family, including establishing a caring professional relationship and a climate of mutual trust and respect for the parents.
- Work with parents to strengthen the family's knowledge of child development, including assisting parents to understand how children grow and learn, and planning and conducting child education activities with the parents who meet the child's intellectual, physical, emotional, and social needs.
- Assist parents in strengthening the families' knowledge of health and nutrition, including integrating health and nutrition education into the program.
- Assist parents to strengthen their knowledge of community resources and support parents in problem solving.
- Be aware of and sensitive to cultural issues, and work effectively with all socioeconomic and cultural backgrounds.

This individual will demonstrate to possess the knowledge of:

- Child development and early childhood education.
- Principles of child health, safety, and nutrition.
- Adult learning principles and family dynamics.
- Community resources and skills to link families with appropriate agencies and services.
- Skills in communication and motivation of people.
- Experience in human service setting, including working with diverse populations.
- Interpersonal and communication skills.
- Principles of supervision, training, and performance evaluation.

### Requirements/Qualifications:

- Must have a current and valid Site Supervisor Permit.
- Obtains Pediatric First Aid and CPR certification within 6 calendar months of hire, and re-certification bi-annually.
- Obtain Food Handler certification within 3 months of hire and update prior to expiration
- Has a valid California's Driver License

### Educational Option I:

- Bachelor's Degree
  - ✓ with 12 units of Early Childhood Education (ECE) / Child Development (CD)
  - ✓ 3 units supervised field experience in ECE setting
- Ensures a minimum of 15 hours of professional growth hours are completed and documented annually.

**OR**

Educational Option II:

- Associate's Degree
  - ✓ with 24 units of ECE / CD, including core courses
  - ✓ 6 units in administration
  - ✓ 2 units in adult supervision
- Must complete 105 hours of professional growth every five years.
- 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**