



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.

*Join Our Team!*

## **We Are Hiring!**

---

### **Community Action Partnership of Madera County**

---

<b>Title:</b>	<b>Professional Development Coach/Mentor</b>
<b>Types:</b>	Full-time; 12 months annually
<b>Location:</b>	Madera, California
<b>Pay Range:</b>	\$24.55 - \$29.91 per hour
<b>Benefits:</b>	medical/dental/vision/life, Employee Assistant Program, 403(b) retirement plan

#### **How to Apply:**

1. Visit [www.maderacap.org](http://www.maderacap.org) and apply.
2. Fill out and submit the [Application](#) to [employment@maderacap.org](mailto:employment@maderacap.org).
3. Screening process will begin on: **August 25, 2023**

[CAPMC](#) is seeking a strategic and creative person to be responsible for providing on-site coaching / mentoring for Head Start teaching staff using a reflective practice model. Provides mentor/coaching to enhance teacher-child interactions and gains towards the program's adopted school readiness goals.

This individual must have the ability to:

- Read, write, and speak Spanish is preferred.
- Use Microsoft Outlook, Teams, 365 products, and with software including MS Work, Excel, Power Point, ChildPlus, and COPA.
- Understand and carry out oral and written directions.
- Communicate effectively, orally and in writing.
- Develop and maintain supportive, respectful, and empowering relationships with families and children.
- Plan, organize and implement approved training programs.
- Identify and analyze complex problems and recommend viable solutions.
- Analyze and prepare a variety of necessary reports.
- Remain calm in stressful situations.
- Work effectively with all socioeconomic and cultural backgrounds.
- Maintain confidentiality of information on Head Start families.

This individual will demonstrate to possess the knowledge of:

- CAPMC Head Start Programs, Head Start Performance Standards, State regulations (where applicable), and licensing regulations (where applicable).
- General understanding of child development 0-5 years.
- Awareness of the services and agencies in the assigned service area.
- Preparation and use of individual education plans, record keeping, adult education principles, and principles of leadership and supervision.
- Child development theories and practices
- Early childhood education.
- Individual differences, learning styles, cultural needs, child development and community needs in setting up and implementing curriculum for the year.

- Assist in the development and implementation of staff development and in- service programs, inclusive of education plans for teaching staff.
- Trained in maternal child health practices.
- Key components of Practice Based Coaching (PBC) and Together Learning and Collaborating (TLC).
- Basic knowledge of CPR and First Aid

Requirements/Qualifications:

- Bachelor 's degree in Early Childhood Education (ECE) / Child Development (CD) or related field with 24 ECE / CD units including core courses; and
- 3 units in ECE / CD infant and toddler units
- 6 units in administration
- 2 units in adult supervision
- 2 years teaching experience
- Ensures a minimum of 15 hours of professional growth hours are completed and documented annually.

LICENSES / CERTIFICATES:

- Must have a current and valid Site Supervisor Permit or obtain it within 12 months of hire.
- CLASS Reliability Certificate (Preschool) within 12 months of hire.

General Physical Requirements:

- Exerting up to 15 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.

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**

