



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

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|-------------------|--|
| Title: | Area Manager |
| Types: | Full-time; 12 months annually |
| Location: | Madera, California |
| Pay Range: | \$32.96 - \$40.15 |
| Benefits: | Medical/dental/vision/life, Employee Assistant Program, 403(b) retirement plan |

How to Apply:

1. Visit www.maderacap.org and apply.
2. Fill out and submit the [Application](#) to employment@maderacap.org.

CAPMC This position is responsible for performing 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 the Head Start Program.

This individual must have the ability to:

- Read, write, and speak Spanish is preferred.
- Use Microsoft Outlook, Teams, 365 products.
- Understand and carry out oral and written directions and information.
- Communicate effectively, orally and in writing.
- Develop and implement the establishment of new centers according to State Licensing regulations and Head Start Performance Standards.
- Assist in the development and implementation of staff development and in- service programs, inclusive of education plans for teaching staff.
- Plan, organize, and implement approved training programs.
- Oversee and have knowledge of family assessment and assistance plans.
- Identify and analyze complex problems and recommend viable solutions.
- Collect and analyze data and prepare a variety of reports to inform staff, parents, and governing bodies.
- 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:

- Basic principles and techniques of Head Start Management and Performance Standards.
- Research and reporting methods, techniques, and procedures.
- Public relations techniques.
- Modern office procedures, methods, and equipment including computer software and hardware.

- Child daycare licensing requirements.
- Adult learning theory and effective methods of staff development.
- Appropriate methods of training, program development, group facilitation, and instructional techniques.
- Effective management and administrative techniques regarding planning, program implementation and contract administration.
- Principles of supervision, training, and performance evaluation.

Requirements/Qualifications:

- Bachelor's degree in Early Childhood Education or Child Development.
- 4 years of supervisory experience.
- Must hold a Site Supervisor Permit.
 - Ensures a minimum of 15 hours of professional growth hours are completed and documented annually.

OR

- Bachelor's degree in Human Development or related field.
- 6 years of supervisory experience.
- Must hold a Program Director Permit.
- Ensures a minimum of 15 hours of professional growth hours are completed and documented annually.

LICENSES / CERTIFICATES / PERMITS:

- Must have a current and valid Site Supervisor or Program Director Permit.
- Possess Pediatric First Aid and CPR certification bi-annually.

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.

CAPMC will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, when CAPMC is concerned about conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenges the accuracy of the background report. Find out more about the Fair Chance Act by visiting calcivilrights.ca.gov/fair-chance-act/.

Affirmative Action / Equal Employment Opportunity / Drug Free Employer

Caring



Responsibility



Fairness



Respect



Citizenship



Trustworthiness

