



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!**

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

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<b>Title:</b>	<b>Instructional Aide I/II / Janitor</b>
<b>Types:</b>	Full-time; Seasonal 10 months
<b>Location:</b>	Madera County, California
<b>Pay Range:</b>	I \$18.21 - \$22.19 per hour II \$18.67 - \$22.75 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 complete the application and written skills assessment.
2. Fill out and submit the [application](#) and [written skills assessment](#) to [employment@maderacap.org](mailto:employment@maderacap.org).

[CAPMC](#) is seeking a strategic and creative person to be responsible for performing the necessary duties to assist in the implementation of a developmentally appropriate practices for infants, toddlers, or preschool children that meets the Head Start Performance Standards, 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.
- Use Microsoft Outlook, Teams, 365 products.

This individual will demonstrate to possess the knowledge of:

- Child growth and development principles.
- Safe food handling.
- Basic knowledge of CPR/First Aid

#### **Requirements/Qualifications:**

##### **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,
- 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 children 0 to 5 years with childcare facility cleaning procedures.
- Ensures a minimum of 15 hours of professional growth hours are completed and documented 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/](http://calcivilrights.ca.gov/fair-chance-act/).

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

