



CAREER OPPORTUNITIES

March 9, 2010 Issue 233

FILING PROCEDURE

A completed Community Action Partnership Employment Application must be received by the local CAPSLO office (addresses listed under each position), no later than 5:00 p.m. on the closing date. For a complete job description or application please contact (831) 675-3324 for North Monterey (NM) County and (831) 678-1525 for South Monterey (SM) County or visit our web site at www.capslo.org.

Internal Recruitment

➔ **Family Services Advocate I, II, III (#177SM)**

Location: King City (Alegria)

Program: Migrant & Seasonal Head Start (MSHS)

Salary Range: \$11.24 - \$19.24/hr.

Shift: M-F, 8:00am – 5:00pm, hours vary

Status: Seasonal (Mar – Oct), FT, 40hrs/week

Benefits: Yes

Responsible for recruitment of children, verification of eligibility, parent orientation, referral of parents to community resources and local social services agencies and updating children's health records. *MQ's*: 2 years of education and/or experience in Child Development, Social Science, Psychology, Human Development, or Liberal Studies. Must have dependable/insured transportation, valid CA Driver License and acceptable driving record. *Bilingual/Biliterate Required in English & Spanish (differential provided)* **Close Date: 3/15/10**

Please submit applications to: CAPSLO 1303 Metz Rd Soledad, CA 93960 or (831) 678-1542 fax

Caregiver Assistant III, IV (#176SM)

Location: King City (Little Angels)

Program: Early Head Start (EHS)

Salary Range: \$9.70 - \$15.08/hr.

Shift: M-F, 8:00am – 5:00pm

Status: *Regular, FT, 40hrs/wk

Benefits: Yes

**This position is funded by the American Recovery & Reinvestment Act (ARRA). Current funding until 9/2011, may be extended.*

Assists Caregiver and/or Center Supervisor in providing responsive care and education for a group of infants or toddlers and their families in an Early Head Start Center. *MQ's*: 12 units ECE/CD, 6 months related experience (with children ages 0-5), and qualify for an Associate Teacher Permit. **Close Date: 3/9/10**

Please submit applications to: CAPSLO 1303 Metz Rd Soledad, CA 93960 or (831) 678-1542 fax

Caregiver I, II, III (#175SM)-4 Openings

Location: King City (Little Angels)

Program: Early Head Start (EHS)

Salary Range: \$12.38 - \$19.24/hr.

Shift: M-F, 8:00am – 5:00pm

Status: *Regular, FT, 40hrs/wk

Benefits: Yes

**This position is funded by the American Recovery & Reinvestment Act (ARRA). Current funding until 9/2011, may be extended.*

Provides care and education for infants/toddlers and their families in a MSEHS Center. *MQ's*: 24 units ECE/CD, 3 infant/toddler development units, 16 units general ed, 6 months related teaching experience (with children ages 0-5), and a Teacher Permit (see job announcement for alternative qualifications). Must have dependable/insured transportation, valid CA Driver License and acceptable driving record. **Close Date: 3/9/10**

Please submit applications to: CAPSLO 1303 Metz Rd Soledad, CA 93960 or (831) 678-1542 fax

Family Services Advocate I, II, III (#130NM)

Location: Gonzales (La Paz)

Program: Migrant & Seasonal Head Start (MSHS)

Salary Range: \$11.24 - \$19.24/hr.

Shift: M-F, 8:00am – 5:00pm, hours vary

Status: Seasonal (Mar – Oct), FT, 40hrs/week

Benefits: Yes



CAREER OPPORTUNITIES

Responsible for recruitment of children, verification of eligibility, parent orientation, referral of parents to community resources and local social services agencies and updating children's health records. *MQ's*: 2 years of education and/or experience in Child Development, Social Science, Psychology, Human Development, or Liberal Studies. Must have dependable/insured transportation, valid CA Driver License and acceptable driving record. *Bilingual/Biliterate Required in English & Spanish (differential provided)* **Close Date: 3/8/10**

Please submit applications to: CAPSLO PO Box Drawer D, Gonzales, CA 93926 or (831) 675-2512 fax

Open Recruitment

➔ **Teacher I, II, III (#127NM)** (infant/toddler)

Location: Salinas (San Jerardo)

Program: Migrant & Seasonal Head Start (MSHS)

Salary Range: \$12.38- \$19.24/hr.

Shift: M-F, 8:00am – 5:00pm

Status: Seasonal (April – Oct), FT, 40hrs/week

Benefits: Yes

Responsible for the implementation of MSHS Program in an assigned infant/toddler classroom and center. Supervises Instructional Aides in classroom setting. *MQ's*: 24 units ECE/CD, 3 units infant/toddler development, 16 units general education, 6 months related experience with children ages 0-5 and a Teacher Permit or higher (see job announcement for alternative qualifications). Must have dependable/insured transportation, valid CA Driver License and acceptable driving record. **Close Date: 3/19/10**

Please submit applications to: CAPSLO PO Box Drawer D, Gonzales, CA 93926 or (831) 675-2512 fax

* **Food Service Worker II (#168SM)**

Location: Greenfield (Valle Verde)

Program: Migrant & Seasonal Head Start

Salary Range: \$8.80 - \$12.40/hr.

Shift: M-F, 7:00am – 3:30pm

Status: Seasonal (Mar-Oct), FT, 40hrs/wk

Benefits: Yes

This position involves food preparation tasks; delivery of prepared meals to off-site centers; loading, unloading and maintaining food service vehicle; cleaning and sanitation duties. *MQ's*: 6 months food service experience Previous experience making deliveries and driving a van is preferred.. Must have valid CA Driver License and acceptable driving record. **Close Date: *Until Filled**

Please submit applications to: CAPSLO 1303 Metz Rd Soledad, CA 93960 or (831) 678-1542 fax

Instructional Aide III, IV (#126NM)

Location: Salinas (Salinas CDC)

Program: State Child Development

Salary Range: \$8.49 - \$15.08/hr.

Shift: M-F, 8:00am – 5:00pm, hours may vary

Status: Regular, FT, 40hrs/week

Benefits: Yes

Supports Administration, Center Supervisor and Teacher(s) at the preschool center in carrying out overall program goals and objectives. *MQ's*: 12 units ECE/CD, 6 months related experience with children ages 0-5 and qualify for an Associate Teacher Permit. **Close Date: 3/12/10**

Please submit applications to: CAPSLO PO Box Drawer D, Gonzales, CA 93926 or (831) 675-2512 fax

* **Family Child Care Specialist (#125NM)**

Location: Salinas

Program: Migrant & Seasonal Early Head Start (MSEHS)

Salary Range: \$16.61 - \$23.38/hr.

Shift: M-F, 8:00am – 5:00pm, hours vary

Status: *Seasonal (Mar-Oct), FT, 40hrs/wk

Benefits: Yes

**This position is funded by the American Recovery & Reinvestment Act (ARRA). Current funding until 9/2011, may be extended.*



CAREER OPPORTUNITIES

Monitors providers in their service area, and conducts regular site visits to the center base and the various family child care providers that have contracted with the State or Migrant and Seasonal Head Start programs. *MQ's*: BA/BS in Early Childhood Education, Child Development or related field and 2 years teaching experience with children ages 0-5. Must also have 12 core ECE/CD units. Must have dependable/insured transportation, valid CA Driver License and acceptable driving record. *Bilingual/Biliterate Required in English & Spanish (differential provided)* **Close Date: *Until Filled**

Please submit applications to: CAPSLO PO Box Drawer D, Gonzales, CA 93926 or (831) 675-2512 fax

* **Teacher I, II, III (#164SM) - 2 Openings** (preschool)

Location: San Ardo

Program: Migrant & Seasonal Head Start (MSHS)

Salary Range: \$12.38- \$19.24/hr.

Shift: M-F, 8:00am – 5:00pm

Status: Limited Term (ends Oct. 2010)

Benefits: Yes

Responsible for the implementation of MSHS Program in an assigned preschool classroom and center. Supervises Instructional Aides in classroom setting. *MQ's*: 24 units ECE/CD, 16 units general education, 6 months related experience with children ages 0-5 and a Teacher Permit or higher (see job announcement for alternative qualifications). Must have dependable/insured transportation, valid CA Driver License and acceptable driving record. **Close Date: *Until Filled**

Please submit applications to: CAPSLO 1303 Metz Rd Soledad, CA 93960 or (831) 678-1542 fax

* **Center Supervisor I, II, III (#166SM)**

Location: San Ardo

Program: Migrant & Seasonal Head Start

Salary Range: \$15.05 - \$23.38/hr.

Shift: M-F, 8:00am – 5:00pm

Status: Limited Term (ends Oct 2010), FT, 40hrs/wk

Benefits: Yes

Manages at the Center Level the day to day operation of the **preschool** center, including: supervision, monitoring and evaluation of Instructional Staff, curriculum, record keeping, family and community partnerships, educational supplies and material orders within the budget and the implementation of the Head Start Performance Standards. **MQ's*: 24 units ECE/CD, 3 units Admin, 16 units general ed, 4 years related teaching experience with children ages 0-5, and a Teacher Permit (see job announcement for alternative qualifications). Must have dependable/insured transportation, valid CA Driver License and acceptable driving record. **Close Date: *Until Filled**

Please submit applications to: CAPSLO 1303 Metz Rd Soledad, CA 93960 or (831) 678-1542 fax

* **Caregiver I, II, III (#173SM)-4 Openings**

Location: King City (Little Angels)

Program: Migrant & Seasonal Early Head Start (MSEHS)

Salary Range: \$12.38 - \$19.24/hr.

Shift: M-F, 6:00am – 3:00pm or 7:00am – 4:00pm

Status: *Seasonal (Mar-Oct), FT, 40hrs/wk

Benefits: Yes

**This position is funded by the American Recovery & Reinvestment Act (ARRA). Current funding until 9/2011, may be extended.*

Provides care and education for infants/toddlers and their families in a MSEHS Center. *MQ's*: 24 units ECE/CD, 3 infant/toddler development units, 16 units general ed, 6 months related teaching experience (with children ages 0-5), and a Teacher Permit (see job announcement for alternative qualifications). Must have dependable/insured transportation, valid CA Driver License and acceptable driving record. **Close Date: *Until Filled**

Please submit applications to: CAPSLO 1303 Metz Rd Soledad, CA 93960 or (831) 678-1542 fax

* **Janitor (#161SM)**

Location: King City (Little Angels)

Program: Migrant & Seasonal Head Start

Salary Range: \$9.47 - \$13.36/hr.

Shift: M-F, 5:00pm – 7:00pm

Status: Seasonal (Mar-Oct), PT, 10hrs/wk

Benefits: No



CAREER OPPORTUNITIES

Keeps center in clean and orderly condition. Performs heavy and light cleaning duties, and operates motor driven and electrical equipment. *MQ's*: 6 months experience performing related work. Must have dependable/insured transportation, valid CA Driver License and acceptable driving record. **Close Date: *Until Filled**

Please submit applications to: CAPSLO 1303 Metz Rd Soledad, CA 93960 or (831) 678-1542 fax

Applicant Information

Selection Process: All qualification requirements must be met by the closing date of this announcement. Applications will be evaluated on the extent and quality of submitted application materials.

Employment Requirements: All offers of employment will be conditional upon satisfactory completion of all job requirements listed on the job announcement, including but not limited to references, criminal history background checks, pre-employment drug tests and health screenings. All appointments are subject to post employment verification and documentation of one's identity and legal right to work in the USA in compliance with the Immigration Reform and Control Act of 1986. All regular and seasonal status new hires will serve an "at will" six (6) month introductory period.

Internal Recruitments: Only current regular, seasonal and limited term employees may apply during the internal recruitment period. Internal transfers (positions in the same or a lower salary grade) require three months successful employment in their current position and promotional transfers (positions in a higher salary grade) require six months of successful employment in the current position.

Benefits: Full time regular, seasonal and limited term employees are eligible for 100% employer paid benefits. Part-time regular, seasonal and limited term employees, working 20-29 hours per week on a regular basis are eligible for 50% employer paid benefits. Benefits include medical, dental, vision, life and AD&D insurance; paid vacation, paid sick leave, 13 paid holidays per year and opportunities to participate in a 403 (b) retirement plan and section 125 cafeteria plan.