



## Hampton Roads Community Action Program

2410 Wickham Avenue  
P.O. Box 37  
Newport News, VA 23607

**Position:** Early Head Start Coordinator

**Location:** Peninsula

**Component:** Early Head Start

**Purpose of Position:** Will serve as a member of the Head Start Management Team to plan, formulate, coordinate and implement the Early Head Start goals and objective, long/short term, in accordance with Performance/Local Standards, and the Head Start Act

**Qualifications:** Must have the knowledge, skills and experiences needed to perform the assigned functions responsibly, effectively communicate, to the extent feasible, with children and families with no or limited English proficiency. Must have a Bachelor's Degree in Early Childhood Education, Administration, Human Services, or a related field, and two years' experience in supervisory capacity. Obtain an Infant/Toddler CDA upon hire. Must have demonstrated skills and abilities in a management capacity relevant to human services program management, and extensive knowledge in the area of early childhood development, preferably infants and toddlers. Must have a criminal record check, physical, and PPD at the time of employment.

**Duties:** Will provide direction, leadership and training for Early Childhood Education/Infant Toddler staff. Will organize and ensure effectiveness and efficiency in the delivery of quality services to children and families. Will interpret governmental statutes regulations, transmittal notices, and memorandums pertaining to the Early Head Start Program. Will implement Early Head Start Performance Standards and Curriculum. Will assist the Director in annually planning the timely manner for the development/completion of refunding applications to include all needed data, to ensure continued funding. Will foster shared decision making with the Director to ensure organization effective operations and support of the Early Head Start Program. Will develop and maintain efficient record keeping and reporting system to provide for accurate, timely information regarding teen mothers/mothers/infants/toddlers/families, and staff. Will correct non-compliance, deficiencies within a timely manner, will assist staff in developing plans, timetables, for addressing identified problems. Maintains records of each child's medical condition and establish and Individualized Health Plan, if needed. Will attend state, local and national meetings, conferences for Early Head Start. Will perform other duties as assigned by the Head Start/Early Head Start Director, and/or Education Coordinator.

**Salary:** \$36,043 - \$38,015 with Benefits. Forty (40) hours per week.

**Application:** Qualified individuals should apply at 2410 Wickham Avenue, Newport News, VA., 23607. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. You can also visit: [www.hrcapinc.org](http://www.hrcapinc.org) to print an application and mail to P.O. Box 37, Newport News, VA, 23607. You can also email all applications to [hrcapresume@hrcapinc.org](mailto:hrcapresume@hrcapinc.org)

**Closing Date:** Applications accepted until position is filled.