



## Head Start Job Description

**Title:** Licensing Coordinator

**Qualifications:** High School Diploma. At least 5 years of experience working in a Licensed preschool setting. Experience with Microsoft 365, WORD, EXCEL, and POWERPOINT. Ability manage database systems. Must pass Criminal Background Check and Child Protective Service registry. Must have and maintain valid Driver's License and satisfactory driving record. Must be willing to travel locally and overnight.

**Reports To:** Program Operations Team Leader

**Coordinates with:** Center Coordinators and Management Team

### Duties and Responsibilities

- Monitor Early Head Start and Head Start centers/classrooms to ensure that facilities, playgrounds, materials, and equipment are kept safe at all times and in accordance with Caring for our Children Basics, Licensing Regulations, and Head Start Performance Standards.
- Coordinate with Center Coordinators to track and document VDSS Licensing visits, health and fire inspections.
- Serve as the liaison from HRCAP to VDSS Licensing Division.
- Report any violations to immediate supervisor and/or Head Start Director.
- Develop and monitor corrective action plans for licensing violations.
- Prepare licensing packets for center renewals and new centers.
- Maintain and monitor health, fire, and licensing inspections in the Child Plus data management system.
- Provide support in Head Start Classrooms as needed.

- Provide support to the Child Care Subsidy program.
- Annually review and revise Job Description as needed and approved by the Head Start Director.
- Ensure that child and family data and Personal Identifiable Information (PII) is kept confidential according policies and procedures.
- Provide services to all eligible customers without regard to race, sex, color, religion, national origin, disability or sexual orientation.
- Other duties as assigned by supervisor and/or Head Start Director to ensure that Health and Safety practices are carried out in accordance to HRCAP, local, state, and federal regulations.

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

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

Hampton Roads Community Action Program is an Equal Opportunity Employer