



## **Head Start Job Description**

**Title:** Program Services Team Leader

**Qualifications:** Bachelor's Degree in Early Childhood Education, Social Work, Health Administration or a related field. At least 5 years of supervisory experience and experience working with children. Experience with Microsoft 365, WORD, EXCEL, and POWERPOINT. Ability to 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:** Head Start Director

**Supervises:** Health/Nutrition Coordinator, Education Coordinator, Family & Community Engagement Coordinator

### **Duties and Responsibilities**

- Ensure high-quality service delivery in accordance with the Head Start Performance Standards.
- Coordinate and monitor on-going training and professional development to support staff in fulfilling their roles and responsibilities.
- Establish and maintain ongoing collaborative relationships and partnerships with community organizations.
- Facilitate access to community services that are responsive to children's and families' needs, community needs, and resources.
- Participate in developing and updating the Community Needs Assessment, Program Goals, and Refunding Application.
- Serve on community committees and/or boards as delegated by Head Start Director.
- Assist in developing and monitoring Head Start budget for program services.
- Coordinate with Program Operations Team Leader to ensure that centers and classroom remains in compliance with health and safety regulations.
- Assist in collecting and analyzing child and family outcome data.

- Track/Monitor in-kind donations and volunteer hours.
- Coordinate Interns and Volunteer Clearances.
- Assist in the interview, hiring, and orientation process for qualified staff.
- 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 the Head Start Director to ensure that high quality program services 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 8:00 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 your resume to [hrcapresume@hrcapinc.org](mailto:hrcapresume@hrcapinc.org)

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