



## Hampton Roads Community Action Program

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

### POSITION ANNOUNCEMENT

**Position:** Early Childhood Coach  
**Location:** Newport News, VA (Peninsula) and Portsmouth, VA (Southside)  
**Component:** Head Start  
**Reports To:** Program Services Team Leader

**Qualifications:** Bachelor's degree in Early Childhood Education or Bachelor's degree in a related field with three (3) years' experience teaching young 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. Preferred: Previous Early Head Start or Head Start experience. Experience in practice-based coaching or other work with adult learners.

**Duties:** Attend training and become reliable in Classroom Assessment Scoring System (CLASS) and any teaching practices assessment tool. Attend training and become proficient in Practice-based Coaching or will attend training for Practice-based Coaching. Engage in Practice-based coaching to develop individual coaching plans, with specific goals and areas for growth identified which are based on classroom/teacher observations. Responsible for the coordination and oversight of the practice-based coaching system for the program. Develop and maintain positive, supportive relationships with Head Start classroom staff. Develop a schedule for conducting classroom observations as a foundation for determining needs. Follow-up on and be responsive to individual teaching staff requests for coaching services and document nature of training provided. Provide constructive feedback and support to teaching staff for learning and growth. This may include modeling, activities, reading material, or other resources as needed to guide learning. Orient new teaching staff around practice-based coaching and the role it plays in our program. Coordinate, plan, and present small group workshops on relevant child development topics. Promote best practices in early childhood development and assessment based on Head Start Performance Standards, Creative Curriculum, State Childcare Licensing Guidelines, and other prescribed curricula used by the Head Start Program. Use reflective practice and additional strategies as needed to promote positive outcomes for the teaching staff and the children they work with. Travel as needed between Head Start sites. Continue professional growth by participating in ongoing; ECE education, training programs, workshops/conferences as budget allows, reading articles and professional journals pertaining to ECE and Head Start. Distribute latest research based resources and materials to teaching staff. Participate in various meetings to include program meetings and collaborative meetings with other agencies as assigned. Report any concerns for safety, health, or non-compliance to the HS Education Manager and/or the HS Education Coordinator. Situations that constitute imminent safety concerns for children should be reported immediately to the Program Services Team Leader. Develop concise documentation and engage in data collection and analysis as needed. Perform other duties as may be assigned by supervisors that are reasonably within the scope of duties listed above. Be able to communicate effectively with supervisors, staff and childcare partners. Good communication skills and ability to follow and give clear verbal and written instructions.

**Salary:** \$45,635 annually 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: <https://hrcapinc.org/about/employment/> 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.