



## Hampton Roads Community Action Program

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

### POSITION ANNOUNCEMENT

**Position:** Licensing Manager  
**Location:** Newport News, VA (Peninsula)  
**Component:** Head Start  
**Reports To:** Program Operations Team Leader  
**Coordinates with:** Center Coordinators and Management Team

**Qualifications:** Associates Degree in Management or a related field. Five years of experience working with or in a licensed preschool setting. Knowledge of the Standards for Licensed Child Day Centers. 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.

**Duties:** Monitor Early Head Start and Head Start centers/classrooms on a monthly basis, or as needed, 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. Prepare Work Orders for repair work and Supply Requisitions for supplies needed for classrooms. 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 to 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.

**Salary:** Starting at \$45,826 annually with Benefits. Forty (40) hours per week.

**Application:** Qualified individuals should apply at 2410 Wickham Avenue, Newport News, VA 23607. Office hours are 8:00a.m. - 5:00p.m. Monday through Friday. You can visit: <https://hrcapinc.org/about/employment/> to complete or 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.