



## Hampton Roads Community Action Program

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

### Position Announcement

**Position:** Early Childhood Assistant (Floater) \$1500 Hiring Incentive  
**Location:** Peninsula and Southside  
**Component:** Head Start/Early Head Start  
**Report To:** Education Manager  
**Supervises:** Children  
**Work Site:** Varies

**COVID-19 NOTICE:** Proof of receipt of the COVID-19 vaccination required. Proof of immunization must include a copy of documentation indicating the vaccines received.

**Qualifications:** Minimum educational requirement is high school diploma. A Child Development Associate credential (CDA) or Associate Degree preferred. It is expected for persons who do not possess any of the credentials listed above to work towards and obtain a CDA credential within 18 months of hire. Daily kneeling, stooping, bending, and sitting on the floor to attend to children's needs. Must have reliable transportation to designated worksites. Must pass Criminal Background Check and Child Protective Service Registry. Must obtain CPR and MAT certifications. Experience with Microsoft 365, WORD, EXCEL, and POWERPOINT a plus. Prior early childhood experience preferred.

#### Duties:

- Substitute in classrooms as necessary to ensure compliance to staff/child ratios.
- Demonstrate ability to supervise preschool children and ensure a safe learning environment including the ability to monitor and respond to events going on at all times in classroom, outdoor play areas and on field trips. This includes the physical ability to move quickly in order to respond to children who are very active and may need redirection in order to ensure their safety or the safety of others in the environment.
- Assist in meeting the needs of all children, including those with special needs, those who are gifted, and those who are culturally diverse.
- Assist in developing and utilizing lesson plans, which reflect mandated elements, parental and cultural influences, and promote the social, emotional, physical, and cognitive development of Head Start children.
- Implement ongoing early child/family literacy activities.
- Follow a consistent schedule, which includes small and large group experiences, choice time, music and movement, large and small motor activities, skill development, meals, and effective transitions between activities.
- Observe and record behaviors of children to assist the teacher in the identification of each child's strengths and areas to grow.
- Encourage experimentation, exploration, problem solving, cooperation, socialization, and choice making, ask open-ended questions and listen respectfully to the answers.
- Provide an atmosphere that promotes and reinforces parental involvement in the classroom. Assist with the supervision and monitoring of children at all times.



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- Respond to crisis or emergency situations that may occur and provide first aid and/or CPR. Prevent the spread of blood borne pathogens, and access emergency services as needed.
- Participate in regularly scheduled team meetings to plan for and deliver collaborative services across all service areas.
- Serve as a Bus Monitor to help ensure children's safety to and from centers as needed.
- Assist with parental involvement and the development of balanced lesson plans, which are developmentally appropriate, intellectually challenging and address each child's specific strengths and needs.
- Assist in the establishment of daily and weekly goals, which will promote individual and group educational plans and include other Head start service areas.
- Assist in the preparation of classroom materials to support lesson plans, in addition to changing and creating learning centers as needed.
- Assist in adapting curriculum to address and meet individual goals for children as identified in their individualized plans.
- Attend meetings, trainings, and appropriate professional development activities. Assist in the general classroom maintenance/sanitization and laundry.
- Assist in maintaining inventory of classroom equipment.
- Other duties as requested.

**Salary:** \$24,430 - \$26,462 with Benefits. Forty (40) hours per week. Plus a \$1500 Hiring Incentive

**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.