



Hampton Roads Community Action Program

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

POSITION ANNOUNCEMENT

Position: Education Manager

Location: Newport News, VA (Peninsula) and Portsmouth, VA (Southside)

Component: Head Start

Summary/Objective: The Education Manager will serve as a part of the management team to monitor and support early learning and child development services. Responsibilities include but are not limited to policy and procedure development, coordinating training and professional development, monitoring classrooms for quality, supervising and/or coaching teachers.

Qualifications: Must have a baccalaureate or advanced degree in early childhood education or a baccalaureate or advanced degree and equivalent coursework in early childhood education; four years of supervisory experience; at least four years of teaching in a preschool and /or kindergarten setting. Experience with Microsoft 365, WORD, EXCEL, and POWERPOINT. Ability to manage database systems. Must have a successful Criminal Background Check, Child Protective Service registry, physical, and TB test at the time of employment and periodically per state, local and federal requirements. Must have and maintain valid Driver's License and satisfactory driving record. Must be willing to travel locally and overnight.

Duties Include:

- Carries out program goals and objectives relative to Head Start Performance Standards and local policies and procedures.
- Must obtain CLASS Observation certifications in Infant, Toddler, or Pre-K during first year of employment at the cost to HRCAP Head Start. Certifications must be maintained annually.
- Assist in updating the education service plan annually, in conjunction with education coordinator, service area managers, policy council, staff and parents.
- Assists in the coordination of other service areas in conjunction with education, Early Head Start and Mental Health/ Disabilities, i.e., Health, Nutrition, Family and Community Partnerships, Program Design and Management, and Transportation.
- Assists staff in setting professional/educational goals with individual staff members.
- Plans and attends meetings and conferences as delegated by the Education Coordinator and/or the Head Start Director.
- 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.

Salary: Starting salary is \$47,062; Forty (40) hours per week with Benefits.

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 print an application and mail to P.O. Box 37, Newport News, VA 23607. You can also email your application and resume to hrcapresume@hrcapinc.org

Closing Date: Applications accepted until positions are filled.