



Job Title: Head Start Operations Manager

Revision Date: 1/31/2025

Supervisor Title: Chief Program Officer

Supervisory Responsibilities: None

FLSA Status: Exempt, Salary

Full-Time, Benefits Eligible, 40 Hours Per Week

On-site attendance is essential for this role

At-Will Position

Salary Range: \$70,000 - \$85,000

Beyond Blindness is a California Nonprofit Corporation founded in 1962 whose mission is to empower children with visual impairments and other disabilities to achieve their fullest potential. We envision a world where all children, no matter their abilities, are equipped to live full and rewarding lives. We value People First, championing and building upon the inherent strengths and value within each child, as well as Family, Connection, Impact, Inclusion, Stewardship, and Optimism.

Beyond Blindness is the only organization in Southern California that provides all of the support and services — outside of medical care — that children with visual impairments and other disabilities need to develop to their highest potential and live fulfilling lives. Beyond Blindness is a one-stop support resource for these children and their families and provides services in clients' homes, at its location in Santa Ana, and in schools throughout Orange County.

Position Summary

The Head Start Operations Manager oversees the daily operations of the Head Start program, ensuring compliance with federal, state, and local regulations while delivering high-quality services to children and families. This role focuses on administrative, logistical, and operational management to support program goals and objectives. This position works with the Early Childhood Classroom Manager and closely with other staff, families, and community partners to create a collaborative and efficient environment, aligning operations with the program's mission and vision. This position does not include direct classroom management or the supervision of teaching staff but works closely with program leaders to ensure operational excellence and the achievement of program outcomes. This job description is intended as a guide to the general job responsibilities.

Responsibilities

Operational Management:

- Oversee day-to-day program operations, ensuring smooth and efficient service delivery.
- Develop and implement systems and processes to maintain compliance with Head Start Performance Standards, licensing regulations, and organizational policies.
- Manage and track program enrollment, attendance, and eligibility to meet funded enrollment levels.

Family and Community Engagement:

- Collaborate with Classroom Manager to support scheduling of parent/teacher conferences and arranging classroom coverage.

- Collaborate with Classroom staff and Family Services staff to ensure effective communication and engagement with families.
- Collaborate with community organizations to enhance services and resources for families.

Budget and Resource Management:

- Responsible for timely submission of all invoices and payment requests.
- Assist with budget planning, monitoring, and reporting to ensure efficient use of program resources.
- Coordinate the procurement and management of supplies, equipment, facilities and vendors to support Head Start.

Compliance and Reporting:

- Ensure accurate and timely data entry and reporting using program management software and tools.
- Prepare and submit required reports, including compliance, enrollment, and operational updates.

Facilities and Safety Oversight:

- Monitor facility maintenance, health, and safety standards, ensuring a safe and clean environment.
- Conduct regular inspections and coordinate repairs or upgrades as needed.

Professional Development and Support:

- Collaborate with the leadership team to support staff training and professional development initiatives.
- Assist in creating an inclusive and positive workplace culture that aligns with Head Start values.
- Other professional, job-related duties as assigned.

Expectations

- **Belief in mission.**
- **Conduct self in a professional manner.**
- **Willing to work evenings and weekends.**
- **Respectful to supervisors and coworkers.**
- **Regards all employee info as highly confidential.**

Education and Experience

- BA/BS in Business Administration, Public Administration, Social Services, Early Childhood Education or related field.
- Minimum of 2 years of experience supervising staff.
- Minimum of 3 years of strong operational and programmatic experience in a non-profit, community-based field, working with community partners, families, and employees.
- Knowledge of Head Start Performance Standards and compliance requirements and/or experience working at a Head Start Program preferred.

- Bilingual English/Spanish a plus.
- Excellent organizational, problem-solving, and communication skills.
- Proficiency in data management and reporting systems.
- Ability to work collaboratively with diverse groups of families, staff, and community partners.

Licensing & Accreditation Requirements:

All employees working for Beyond Blindness are required to meet the following at all times:

1. LiveScan Fingerprint clearance and background check - DOJ/FBI/Child Abuse Index (one time or upon re-hire)
2. Health Screening (one time or upon re-hire)
3. Proof of immunity to Measles or MMR Vaccination Record (one time)
4. Flu Vaccine within one year (and each year thereafter)
5. TDAP Vaccine within the last ten years (and every ten years thereafter)
6. Clear TB test or Chest X-ray within last four years (and every four years thereafter)
7. Current up-to-date Credential, License, Certification or Units for employment
8. Valid CA Driver's License and current auto insurance

Beyond Blindness offers competitive salary and benefits programs, including medical, dental, vision, and life and disability insurance to employees, as well as generous holiday and PTO policies. We also have a variety of additional continuing education, employee referral, and childcare programs for eligible employees. We also offer a diverse community of employees and clients, emphasizing a culture of engagement, positivity, and support.