



Job Title	Head Start Operations Manager
Program	Head Start/UPK
Supervisor	Head Start Director
Classification	Exempt
Grade	E-3
Approved:	03/20/2025
Job Purpose: The Head Start Operations Manager manages the center-based Head Start and Universal Pre-Kindergarten programs. Responsibilities include program and employee management; oversight of budgets, reports and grant applications; ensuring program compliance with the requirements of funding sources and government agencies; and representing programs in the community. Duties: • Hire, supervise, and evaluate all Center Directors and Teacher/Center Directors • Monitor the quality and compliance of education programs through monthly site visits and reports • Ensure that up-to-date policies are maintained at all sites • Direct all assigned programs, including supervision, planning, budgeting, and ensuring the quality of program services and compliance with requirements of government agencies and funding sources • Maintain a management system for effective operation and coordination of programs • Oversee hiring, training, and performance of center teams • Coordinate staff clearances, Day Care licensing applications, renewals and audits with Head Start Training & Data Coordinator • Act as a liaison to other community programs and agencies to enhance services to children and families • Attend appropriate in-service, state and regional trainings, Policy Council, and other meetings • Develop, plan and coordinate special projects and assignments • Monitor and approve expenditures to ensure budget and local match compliance • Coordinate with Head Start Planning Specialist on reports, grants, and proposals • Complete all documentation and reports required for program compliance and measurement of performance targets in conjunction with program specialists as needed • Strictly uphold confidentiality of clients, employees, and agency business inside and outside the agency • Other duties as assigned Minimum Education and Experience Bachelor's degree in early childhood education, social services, or relevant field; five years human service experience, including two years of supervisory experience; valid, unrestricted New York State driver's license Expected Skills: Technical and service skills required by duties; client service orientation; accountability for results; teamwork; adaptability; reliability; specialized knowledge of the field; consistent exercise of discretion and judgment; work predominantly varied in character; program management; performance management Working Conditions: Typical office and pre-school environment and equipment; local travel; occasional work in client residences	