



Job Title: Head Start Quality and Compliance Associate

Revision Date: 5/29/2026

Supervisor Title: Early Childhood Classroom Manager

Supervisory Responsibilities: None

FLSA Status: Non-exempt, hourly

Full-Time, Benefits Eligible, 40 Hours Per Week

On-site attendance is essential for this role

At-Will Position

Salary Range: \$28 - \$36 per hour

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

Under general direction, the Head Start Quality & Compliance Associate ensures program compliance with Head Start Performance Standards, licensing regulations, and organizational policies while maintaining high-quality operational systems and child documentation practices. This position serves as the primary liaison for compliance monitoring activities, coordinates quality assurance efforts, tracks program outcomes and data systems, and supports audit readiness across all Head Start program areas.

The Quality & Compliance Associate works closely with the Early Childhood Classroom Manager on classroom-related matters and collaborates with Orange County Head Start (OCHS) staff, including the Family Services Worker, Health Educator, Nutrition Educator, and ERSEA team to support children, families, and program operations. This position does not include direct classroom supervision but supports operational excellence and continuous quality improvement.

This job description is intended as a guide to the general job responsibilities.

RESPONSIBILITIES

Quality Assurance & Compliance

- Conduct classroom quality observations, monitor compliance with Head Start Performance Standards, licensing regulations, and organizational policies, and provide feedback to support continuous quality improvement.
- Coordinate and support internal and external monitoring activities, including OCHS reviews, corrective action plans, audit preparation, licensing reviews, and ongoing follow-up activities.
- Maintain audit-ready documentation systems, ensure accurate and timely data entry within ChildPlus and other tracking systems, and track quality improvement plans and findings to completion.
- Track, analyze, and report program outcomes, operational data, and compliance indicators to identify trends and support continuous improvement efforts.

Enrollment, Records & Data Management

- Oversee EHS/HS enrollment processes in coordination with OCHS and participate in regular ERSEA meetings to support funded enrollment and eligibility requirements.
- Monitor enrollment, attendance, and eligibility documentation and maintain complete, accurate, and current child records and files, including emergency cards and medical consent forms.
- Prepare and submit required operational, enrollment, compliance, and program reports and maintain documentation necessary for audits, monitoring visits, and regulatory compliance.

Health, Safety & Nutrition Coordination

- Manage and maintain health and safety documentation, including care plans, allergy binders, well-check forms, dental records, and emergency preparedness supplies.
- Coordinate hearing and vision screenings and collaborate with OCHS Health and Nutrition staff regarding medication storage, health documentation, dietary accommodations, meal services, and regulatory compliance.
- Monitor health, safety, and licensing standards and manage required meal counts, food logs, and related nutrition documentation to ensure a safe and compliant program environment.

Billing, Operations & Resource Coordination

- Manage monthly billing, reporting, invoices, and operational documentation for OCHS, CACFP, CHS, OCDE, CCTR, Regional Center, and other applicable funding sources.
- Coordinate procurement, tracking, and distribution of program supplies, equipment, classroom materials, and operational resources to support program continuity.
- Collaborate with the Early Childhood Classroom Manager to support classroom operations, scheduling, coverage coordination, and operational needs as necessary.

Family Engagement & Program Support

- Participate in family orientation sessions and support family engagement activities, Parent Committee meetings, and effective communication with families and staff.
- Track required developmental and screening tools, including ASQ/ASQ-SE and DRDP completion, and collaborate with staff and families to support program participation and child outcomes.

Professional Responsibilities

- Participate in staff meetings, trainings, and professional development activities.
- Perform other professional and job-related duties as assigned.

EXPECTATIONS

- Demonstrates commitment to the mission and values of Beyond Blindness.
- Conducts self in a professional and respectful manner.
- Maintains confidentiality regarding children, families, and employee information.
- Demonstrates flexibility and willingness to work occasional evenings or weekends as needed.
- Works collaboratively with supervisors, coworkers, families, and community partners.
- Supports a culture of inclusion, engagement, accountability, and continuous improvement.

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

- Associate degree in Early Childhood Education, Child Development, Human Services, Public Administration, or a related field; or equivalent combination of education and experience. Bachelor's degree preferred.
- Minimum of two (2) years of experience in a Head Start, Early Head Start, early childhood education, or regulated child development program.
- Experience supporting program compliance, licensing, quality assurance, enrollment, records management, or administrative operations.
- Knowledge of Head Start Performance Standards, California Community Care Licensing regulations, and child health and safety requirements.
- Experience with Head Start monitoring reviews, licensing inspections, audit preparation, ERSEA processes, CACFP documentation, and continuous quality improvement systems preferred.
- Experience maintaining confidential records, preparing reports, and managing data systems with strong attention to detail and accuracy.
- Proficiency with Microsoft Office and electronic data management systems; experience with ChildPlus or similar systems preferred.
- Strong organizational, communication, and collaboration skills with the ability to manage multiple priorities and deadlines.
- Bilingual English/Spanish skills a plus.
- 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.