

Position: Early Childhood Principal	Job Description
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Summary

Under the direction of the Director of Elementary Education and Learning, serves as the educational leader and executive of the program as it relates to the instructional program, operation of the school plant, staff, students, and the community.

Essential Duties and Responsibilities

- Knowledge of and ability to comply and administer district policies, state and federal laws and regulations, and applicable contracts as they apply to the program.
 - Insures that proper adult/child ratio at all time in accordance with Title 5 and 22.
 - Directs classroom staff in performing a variety of routine clerical duties including recording daily meal count attendance and maintaining records and files in accordance with Title 5 and 22.
 - Serve as a role model of good parenting; ensure the health and safety of students by following health and safety rules in accordance with Title 5 and 22.
 - Ability to maintain or supervise the maintenance of fiscal and attendance records as underlined in Title 5 State Preschool contracts and CACFP Agreement.
- Provides a safe and secure learning environment for a Preschool/Children’s Center program.
- Supervises the preparation of child oriented learning materials and instructional activities for students; supervises the direction of Para Educators in the implementing of lessons and other classroom activities; recommends adjustments to lessons to meet student needs.
- Assigns teachers and staff to classes.
- Supervises the teachers and para-educators assigned to the school.
- Facilitates staff development and in-service training programs for staff.
- Communicate with students, staff, parents and the public using tact, diplomacy and courtesy in sometimes confrontational or stressful situations.
- Recruits, recommends for hire, trains, directs, and evaluates staff and work with Director of Personnel Services to terminate employment of staff when necessary.
- Works with DJUSD Representatives to establish classroom policies, and program budget.
- Maintains enrollment to support budgetary, staff and programmatic needs.
- Supports and facilitates a smooth transition for students from preschool to elementary school.
- Communicates with other administrators, district personnel, state and federal agencies, outside organizations and contractors to coordinate activities and programs, resolve issues and conflicts, and exchange information.
- Prepares and presents a wide variety of written materials in both manual and electronic formats (e.g. presentations, reports, assessment results, correspondence, internal audits, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Develops a culture of trust and responsibility among students, teachers, staff, administrators, and the DJUSD community.
- Effectively works within the framework of one, unified school district, under the concept of lay governance. Promotes high morale and a professional working relationship among staff members and colleagues.
- Coordinates activities and site operations with other programs on site.
- Performs other duties as assigned.

Qualifications

▪ **Knowledge and Skills**

Knowledge of child development techniques and practices, basic record keeping techniques. Knowledge of general methods of education and tutoring. Basic knowledge of health and safety regulations. Skill to carry out

the objectives of assigned program and activities, and safe practices in classroom activities. Interpersonal skills using tact, patience and courtesy.

▪ **Abilities**

▪ Must be able to perform all of the essential duties of the position with limited supervision. Must be able to perform a variety of duties involved in providing a safe and secure learning environment for preschool age children. Learn department and program policies, objectives and goals. Communicate effectively both orally and in writing. Maintain routine records. Understand and follow oral and written directions. Demonstrate an understanding, patient, and receptive attitude toward families in the program. Establish and maintain a cooperative and effective working relationship with others. Must be able to communicate effectively and follow oral and written directions. Must be able to adapt and learn new procedures and programs as implemented by the District. Must be familiar with Health and Safety regulations. Ability to communicate with peers and other District staff or public in a manner reflecting positively on the department and District. Ability to comprehend and follow district safety plans, procedures and policies and all other district standards and procedures.

▪ **Education and Experience**

BA degree or higher with 24 ECE/CD unites including: core courses, 6 administration units, and 2 adult supervision units. Shall meet Title 5 requirements for a Program Director Experience as a paid or volunteer in an early childhood educational program. Shall possess a Bachelor of Arts degree.

▪ **Licenses and Certificates**

Valid Child Development Program Director Permit issued by the California Commission on Teacher Credentialing
Valid Adult, Infant and Child CPR card
Valid CA Child Care First Aid card
Valid CA Child Care Preventative Health & Safety card