



JOB DESCRIPTION

Job Title	Early Learning Principal
Department	PK/Elementary Schools
Reports To	Executive Director of Administration
Classification	Administration
Location	Prairie Ridge
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Early Learning Principal provides leadership and management of the District Early Learning Program and Prairie Ridge Learning Center. The Early Learning Principal, in collaboration with District leaders, is responsible for EC4T programming, the federal Head Start grant; implementation and monitoring of early learning curriculum; management of related data assessment systems; coordination and maintenance of community partnerships; and program evaluation and development.

Essential Job Functions

- Model and support culturally relevant practices in instruction and parent engagement.
- Plan for the differentiated needs of special education students and EL students in the early learning program.
- Supervises school and family programs.
- Assists with directing and administering EC4T and Head Start programs.
- Coordinate hiring of early learning staff.
- Assists with the coordination of the early learning program in ECASD's PK-12 system to prepare all students for post-secondary success.
- Serve as a resource for partner directors and teachers.
- Assists with the selection of instructional materials for early learning classrooms.
- Work collaboratively with the technology department to support instruction and data management.
- Supervises and evaluates early learning staff and office support personnel.
- Develop and manage all early learning budgets.
- Analyze relevant data to determine programmatic needs.
- Develop and implement short- and long-term planning for program improvement.
- Assists with the development, coordination, and management of partnerships with community EC4T sites.
- Coordinates early childhood health services, family, and community partnerships.
- Provide leadership and direction for Head Start committees, and policy development.
- Assists with Head Start grant writing and reporting.
- Identify and coordinate professional development for Early Learning Programs.
- Participate on district committees.
- Maintain healthy public relations with the community.

- Attend in-district and out-of-district meetings.
- Visits classrooms to observe teachers in action.
- Coordinates with central office staff.
- Participates in district-wide studies on curriculum, instructional materials, and committees.
- Supervises the upkeep and maintenance of building and equipment.
- Cooperates with special services personnel in testing, counseling, referrals, and other student-related activities.
- Supervises student teachers in the building.
- Participates in professional development programs.
- Works cooperatively with social welfare agencies, law enforcement services, and health departments.
- Work toward proficiency of the eleven Wisconsin Administrative Standards.
- Perform other duties as assigned by the Superintendent.

Ancillary Job Functions

- Performs other related duties as assigned.
- Stays current in the field through professional reading, seminars, workshops, and conventions.
- Facilitates and oversees committee meetings as required.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Wisconsin Administrative Certification: Principal Licensure (#51)
- Master’s degree in Educational Administration, Educational Leadership or Curriculum and Instruction.
- Minimum of five years of related experience, including previous administrative experience, and working directly with students in PreK-grade 3

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Previous administrative experience
- Early Childhood teaching experience

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Broad and current knowledge of early learning and elementary curriculum, instruction, and assessment practices.
- Ability to facilitate small and large groups.
- Effective verbal and written communication skills.
- Knowledge of child development.
- Ability to relate to parents and the general public.
- Strong leadership ability and supervisory skills.
- Ability to bring diverse cultural and ethnic perspectives to the school and District, and/or a commitment to serving as a mentor for traditionally underrepresented staff and students.
- Ability to travel between District buildings as needed in compliance with the District driving policy.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Regularly required to talk and listen.
- Must be able to work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.