



**JOB DESCRIPTION**

<b>Job Title</b>	Early Learning Principal
<b>Department</b>	Early Learning
<b>Reports To</b>	Executive Director of Administration
<b>Classification</b>	Administration
<b>Location</b>	Prairie Ridge
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	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 School. 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**

- Collaborates with the leadership team and assistant principals to develop school improvement plans and to facilitate professional learning.
- Collaborates with department leaders to monitor, evaluate, and respond to student learning outcomes.
- Collaborates with the leadership team to develop school improvement plans and to facilitate professional learning.
- Conducts faculty meetings and facilitates professional learning for staff.
- Coordinates among schools, departments within school, and provides consultation in Teaching and Learning Department.
- Evaluates the performances of instructional and non-instructional personnel.
- Supervises and evaluates staff using Wisconsin Educator Effectiveness System and/or District tools.
- Models and supports culturally relevant practices in instruction and parent engagement.
- Works collaboratively with staff to monitor equity of student access to high quality programming and individualized supports as needed.
- Supervises school and family programs.
- Assists with directing and administering EC4T and Head Start programs.
- Interviews applicants and makes recommendations to the Superintendent and Executive Director of Human Resources.
- Develops and manages all early learning budgets.
- Approves all purchase requisitions and ensures effective execution of school budget.

- Assists with the development, coordination, and management of partnerships with community EC4T sites.
- Coordinates early childhood health services, family, and community partnerships.
- Provides 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.
- Maintains healthy public relations with the community.
- Works in partnership with families.
- Works cooperatively with social welfare agencies, law enforcement services, and health departments
- Attends in-district and out-of-district meetings.
- Collaborates with Building Services Manager and Lead Custodian to prioritize buildings and grounds maintenance and improvement needs.
- Facilitates and oversees committee meetings as required.
- Supervises student teachers in the building.
- Works toward proficiency of the Eau Claire Area School District Principal standards.

#### **Ancillary Job Functions**

- Stays current in the field through professional reading, seminars, workshops, and conventions.
- 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.

- Master’s degree in Educational Administration or related field.
- Wisconsin Administrative Certification: Principal Licensure (#51).
- Minimum of five years of related experience in administration, coordination, building leadership, or other leadership role outside of the classroom.
- Minimum of three years of successful teaching.

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

- Previous administrative experience.
- Bilingual/bicultural skills.

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

- Knowledge of current educational research, components of elementary/secondary programming, and best practices for instruction.
- Ability to communicate effectively both orally and in writing, including speaking publicly to large groups.
- Ability to demonstrate creative problem solving and conflict resolution skills.
- Ability to work effectively with students and student groups, staff, families, and the community.

- Leadership skills including visioning, active listening, coaching, facilitation, and using data for decision making.
- Ability to ensure all staff receive effective supervision and evaluation.
- Ability to learn and adapt quickly as situations change.
- Ability to effectively plan, organize, and manage time.
- Ability to maintain confidentiality in all tasks.
- Ability to work independently with minimal supervision.
- Ability to accurately maintain records and meet deadlines with a high degree of accuracy.
- Demonstrates an understanding and use of equitable and culturally responsive practices.
- Ability to travel to multiple District and community sites in compliance with the District driving policy.
- Ability to work a flexible schedule including evening and weekend hours as required.
- Ability to assist with the implementation, oversight, and monitoring of the District's Equitable Multi-Level System of Support (EMLSS).

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

- General office/school environment and moderate noise levels.
- May occasionally be exposed to potentially hazardous bodily fluids.

**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.

- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Must be able to sit for extended periods of time.
- Frequently required to talk and listen.
- May occasionally be required to grasp, reach, and stoop/kneel/crouch.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout their employment in the District.