



JOB DESCRIPTION

Job Title	Early Learning Principal
Department	Early Learning
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 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.
- Ensures the school improvement plan is implemented.
- Conducts faculty meetings and facilitates professional learning for staff.
- Coordinates among schools, departments within school, and provides consultation in Teaching and Learning Department.
- Works closely with the Executive Director of Academic Services in improving articulation of the educational program.
- Evaluates the performances of instructional and non-instructional personnel.
- Models and supports culturally relevant practices in instruction and parent engagement.
- Plans for the differentiated needs of special education students and English learner students in the early learning program.
- 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.
- Serves as a resource for partner directors and teachers.
- Works collaboratively with the technology department to support instruction and data management.
- Develops and manages all early learning budgets.

- 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.
- Participates on district committees.
- Maintains healthy public relations with the community.
- Attends in-district and out-of-district meetings.
- Supervises the upkeep and maintenance of building and equipment.
- Cooperates with student services personnel in testing, counseling, referrals, and other student-related activities.
- Supervises student teachers in the building.
- Works toward proficiency of the 13 Eau Claire Area School District Principal standards.

Ancillary Job Functions

- 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 Leadership or related field.
- Minimum of five years of related experience.
- NCI certified or must obtain certifications as soon as practical after hire.

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

- Previous administrative experience.
- Minimum of three years of successful teaching in early learning.
- Advanced graduate work beyond the Master's degree.

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 work well with others.
- Ability to make sound decisions and withstand pressures.
- Strong leadership ability and supervisory skills.

- Demonstrates an understanding and use of equitable and culturally responsive practices.

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

- Normal office and school 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.

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