



**February 2021
New Job Description
Board Approval: March 1, 2021**

Principal, Early Childhood Programs

Definition

The Principal of Early Childhood Programs, under the direction of the Assistant Superintendent of Educational Services, will be responsible in the operational organization, monitoring and supervision of District preschool programs, including the Covina-Valley Children's Center, all Preschool Programs and all before and after school Child Care Programs and perform related work as required.

Essential Duties and Responsibilities

- Establishes and oversees implementation, operation, and supervision of preschool and school-age childcare programs to ensure support to the educational programs of the District;
- Plans, organizes, staffs, directs, and controls all programs of the instruction in all Child Care programs;
- Directs the planning, organization, and implementation of a variety of staff development and parent in-service training programs;
- Collaborates with the Special Education Department to provide appropriate preschool classes to students either using mainstreaming or full inclusion models;
- Works cooperatively with the other department and division heads to ensure support and articulation for the operation of the school in its relationship to the District's adopted goals;
- Assists school staff to develop responsible student citizenship;
- Conduct periodic meetings with teachers and staff to review curriculum, instructional strategies and operating procedures;
- Establishes, distributes and expends within budgetary restrictions, financial resources under assigned classifications;
- Adheres to the policies of the Board of Education, the laws and regulations of the California Administrative and Education Codes and other applicable laws and regulations;
- Participates cooperatively with the evaluator to implement the procedures by which to be evaluated in conformance with the District's uniform guidelines for certificated evaluation and assessment.
- Establishes and maintains positive relationships with community organizations and institutions which may provide education resources to his/her operational unit.

Required Qualifications

- Four years of teaching experience;
- Two years of which experience is at an elementary school;
- Teaching experience at more than one grade level;
- At least one year of verifiable experience in a non-classroom leadership position such as coordinator, instructional coach, etc.

Training and Experience

- A Master's degree in Education;
- Elementary school administrative experience;
- A valid California teaching credential and a program of professional preparation, including student teaching;
- A valid Administrative Services Credential authorizing K-12 service.

Knowledge of

- Principles of teacher supervision and child development;
- Instructional strategies for students with disabilities;
- Curriculum planning and development;
- Methods, techniques, procedures and strategies concerning the assessment and evaluation of preschool and child care programs;
- Human relations as applied to teachers, students, and community patrons.

Ability to

- Communicate effectively, both orally and in writing;
- Effectively plan and organize the work of others;
- Establish and maintain cooperative and effective working relationships;
- Oversee the development of schedules, maintenance and preparation of records and reports;
- Relate well to the staff and students, and assist in establishing and maintaining a high level of faculty and student body effectiveness;
- Evaluate teacher effectiveness.

This position will be paid on (Principal, TK-5 salary schedule: 223 days 12 months - \$10,645.40 - \$11,779.63)