

# DESERT SANDS UNIFIED SCHOOL DISTRICT

## Job Description

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**Title:** Principal – Early Childhood Education      **Reports To:** Director of Supplemental Services  
**Department:** Educational Services      **Classification:** Management / Supervisory  
**Work Year:** 11 Months      **Salary:** Management Salary

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### **Basic Functions:**

Under direction of the Director of Supplemental Services, will plan, organize, and direct the District's Early Childhood Education Programs operations and personnel; will provide services to students and parents in alignment with state and federal mandates; will serve as the educational leader and chief administrator of all district early childhood programs, including planning, organizing and directing all instructional programs; will participate in staff, student and community activities; organize, direct, evaluate and supervise assigned certificated and classified staff.

### **Representative Duties:**

1. Provide leadership necessary to carry out mandated program goals set forth by the California Department of Education- Child Development Division and federally funded Head Start; supervise implementation of all program components to ensure total program compliance.
2. Exercise direct supervision over assigned certificated and classified personnel; participate in the selection of new personnel; oversee necessary training and procedures for new staff; evaluate the performance of assigned staff; assign and review work of staff; recommend and participate in disciplinary action as needed.
3. Develop, organize, implement and evaluate developmentally appropriate education programs, to include social/emotional components, family/community involvement, staff development and training for the purpose of meeting federal and state regulations and specific program requirements.
4. Provide leadership and support to management staff in designing and using a learning environment that supports the program curriculum; oversee and monitor the assessment of children as they transition to kindergarten.
5. Oversee budgets for all Early Childhood Education Programs; assist with the control of expenditures in accordance with budget allocations; monitor and analyze costs.
6. Stay informed of supplemental funding sources and apply as sources become available: develop and submit grant applications, funding proposals, contracts, etc. for all child development programs.
7. Identify the needs of families in the community and develop strategies to help children enter school ready to learn.
8. Develop a plan for establishing communication channels between the District's Early Childhood Education Programs and public and private agencies for the purpose of maintaining public relations and fostering public understanding of the various programs.
9. Attend various meetings related to early childhood education, the District, public, private, and State and Federal entities.
10. Consult with Facilities to ensure the indoor and outdoor environment at all sites continually meet Community Care Licensing requirements.
11. Keep current with laws and regulations regarding State and Federal programs concerning the ECE programs.

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12. Participate in committee meetings which include parents, ECE staff members, district leadership and community members to demonstrate or explain child development, early education curriculum and practices, State and Federal preschool policies and budgets.
13. Direct the preparation and maintenance of a variety of mandated records and reports including board agenda items and weekly updates in a timely manner.
14. Oversee enrollment and attendance to ensure the necessary caseloads of students enrolled in the ECE Programs are met to fulfill contract requirements.
15. Performs other related duties and responsibilities as assigned.

### **Knowledge and Skills Required:**

1. Knowledge of State, Federal and local legislation and licensing
2. Knowledge of budget and funding requirements
3. Skill in written and oral communications
4. Skill in establishment and maintenance of effective relationships
5. Skill in working with a diverse group of individuals
6. Skill in providing direction to others
7. Ability to analyze situations accurately and adopting an effective course of action
8. Ability to make independent judgments and determine course of action based on common sense and program guidelines
9. Ability to keep and maintain accurate and organized records for the programs
10. Ability to meet deadlines

This description is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.

### **Education and Experience**

- A minimum of three (3) years of experience as ECE or primary grade teacher.
- A minimum of two (2) years of successful administrative experience in Elementary and/or Early Childhood Education.

### **Licenses, Certifications and Testing Required:**

- Valid California Teaching Credential
- Valid California Administrative Services Credential
- Master's Degree
- Fingerprint/criminal justice clearance
- Tuberculosis clearance
- Must possess or have the ability to obtain a valid California Driver's License

### **Physical Requirements and Working Conditions**

The Office of Certificated Personnel Services embraces the American with Disabilities Act (ADA). The requirements of the position are maintained in the Personnel Department; and, individual shall be able to perform the essential functions of the position.

While performing the duties of this job, the employee is regularly required to sit, walk, stand and talk or hear. Specific vision abilities required by this job include close vision, distance vision. Frequent driving is required to meet the demands

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of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

**Regular Work Year:** 210 days

Approved: June 16, 2015