

Job Title: Early Learning Center Principal
Reports to: Superintendent and/or assigns
Work Schedule: 8.0 hours per day - 255 days per year (includes 28 vacation days and 12 holidays)
Salary: Marysville School Administrator Salary Schedule – Administrator 4

Position Goal:

To provide positive, collaborative leadership for improvement of student learning. The primary responsibility of the Principal is daily improvement of classroom instruction that results in high levels of student academic achievement within a small school setting. The primary responsibility of the principal is the daily improvement of classroom instruction that results in high levels of student academic performance. The principal is responsible for all aspects of the building instructional program (curriculum materials, instructional capacity, use of assessment) to achieve high standards for student academic performance and to do so with a high level of integrity. The Early Learning Campus includes students in the Early Childhood Education & Assistance Program and in Special Education Preschool classrooms.

Minimum Qualifications:

- Valid Washington State Administrator credential with Principal endorsement
- Valid Washington State Teaching certificate with endorsement in Early Childhood and/or Early Childhood Sped preferred
- Master degree in educational administration
- Bilingual preferred
- Experience with special needs students
- Successful teaching and instructional leadership experience
- Experience and/or training with cultural, ethnic, and language diversity preferred
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act
- Completion of all district-required trainings within thirty (30) calendar days from hire date

Desired Skills:

- Working knowledge of Early Childhood Education & Assistance Program requirements
- Working knowledge of class assessment tool ACERS rating scale
Working knowledge of Classroom Assessment Scoring System and Early Childhood Environment Rating Scale
- Working knowledge of and demonstrated experience with Positive Behavior Intervention Support and Student Support Teams
- Demonstrated ability to bring people and resources together around best practices that improve instruction
- Demonstrated ability to create a professional learning community focused on quality instruction and learning
- Demonstrated ability to work well with people, maintain positive working relationships, and solve problems
- Demonstrated instructional leadership that has resulted in improved student learning
- Effective oral and written communications
- Experience in implementing curriculum, assessment, and instruction that improves learning performance
- Familiarity and/or experience with Response to Intervention (RTI)
- High level of integrity and a commitment to do what you said you would do
- Model listening to and partnering with students, staff, and adults from diverse ethnic and cultural backgrounds

Essential Job Functions:

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Supervise and evaluate instructional and operational staff at the building level including but not limited to: weekly lesson plans in Teaching Strategies Gold, Observations and Checkpoint documentation, Mobility Mentoring Goals within the Early Learning Management System; oversight of completion of necessary health monitoring and nutrition activities for ECEAP students; oversight of enrollment of ECEAP students and ensure all ECEAP policies are being followed
- Oversee Parent Advisory Committees both at the building level and liaison level with Snohomish County ECEAP PAC
- Monitor student activities for the purpose of providing a safe and optimal learning environment
- Value staff, student, parent and community input in creating a positive, respectful and welcoming school
- Manage resources to meet legal requirements, achieve building purposes for improved instruction
- Professionally interact with students, staff, and public
- Establish and maintain professional contacts with students
- Comply with all grant requirements with Snohomish County ECEAP including monthly submission of invoices for services rendered
- Complete monthly reports for In-Kind and student/parent activities for Snohomish County ECEAP
- Comply with all district policies and procedures
- Comply with the Code of Professional Conduct
- Perform related duties as assigned

Work Environment:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee is confined to a work area; required to have precise control of fingers and hand movements; experiences constant interruptions and inflexible deadlines; and must be able to stoop, crouch, crawl, bend, kneel, stand for periods of time, and lift in order to assist a student with personal care. The employee is required to deal with distraught and/or angry persons and is exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

Evaluation:

This position shall be evaluated periodically by the Superintendent and/or assigns pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the employee's performance of the above essential job functions.

Classification History:

Job description developed March 2019.

Job description revised August 2019.