

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
PRINCIPAL, EARLY EDUCATION CENTER

Job Purpose

Serves as chief administrator of two or more early education center sites and is responsible for the direction of the instructional programs and the operation of the centers' facilities; establishes and maintains a positive school climate for the learning, behavior, safety, health, and welfare of students and personnel.

Responsible to

Executive Director, Early Childhood Education Division or designee
Early Childhood Education Director

Subordinates

Early Education Center teachers
Special Education teachers
Early Education Center aides and Special Education trainees as assigned
Office Managers and other office personnel as assigned
School Nurses; Housekeepers
Other certificated, classified, and unclassified personnel as assigned

Functions

Essential Functions

1. Supervises and coordinates the activities of all personnel assigned to the center; assists in the selection, assignment, and promotion of center personnel.
2. Coordinates all center programs including State preschool, Preschool Special Education Programs, School-Age Parenting and Infant Development (Cal-SAFE), Healthy Start, School-Age Program, and General Child Care.
3. Develops and maintains an educational program for improving the educational environment for all center students through continuous supervision, appraisal, and evaluation of the instructional program.
4. Administers programs for the safety, sanitation, and health of students in compliance with regulations and policies of the State Department of Social Services, County of Los Angeles Health Department, the District's Student Health and Human Services Division, and the Los Angeles City and County Fire Departments.
5. Coordinates the articulation between the early education center and the adjacent school in matters of overall policy, safety, health, community relations, developmental aspects of individual students, and the instructional program; serves as a resource to State Preschool Programs at school sites located away from the early education center.
6. Provides for the proper and best use of the center plant by initiating requests for maintenance repairs and proposals for essential or desirable alterations and improvements and by overseeing the projects through to completion.
7. Collaboratively creates and implements a plan for School-wide Positive Behavior Support that models appropriate behavior for students and encourages them to recognize when challenging behavior occurs.
8. Complies with and implements the District Discipline Foundation Policy and ensures respective data is entered into all District systems (i.e., iSTAR and EE-SIS).

9. Counsels students, recommends, and implements student intervention or disciplinary actions in accordance with the Education Code, District policy and procedures, and the Department of Social Services' Title 22 Regulations.
10. Administers a system of accurate and appropriate record keeping relating to the center's daily attendance, family enrollment eligibility, nutrition program, budget, payroll, and other fiscal issues.
11. Collaborates with the school community in determining needs for supplies and equipment; submits requisitions for and distributes supplies and equipment in a manner which ensures optimal use of annual allotment.
12. Oversees and participates in the development, organization, and implementation of staff development and/or in-service training programs for all center staff.
13. Conducts staff meetings and participates in team meetings as necessary for the efficient functioning of the center.
14. Develops and coordinates parent education programs, parent advisory councils, and other site-based committees; maintains updated community resource file for family referrals.
15. Serves as a resource and liaison to the stakeholders of the center; interprets and implements Board of Education rules, policies and procedures, collective bargaining agreements, negotiated contracts, and consent decrees; articulates with the stakeholders the concepts of center improvement, restructuring, and reform.
16. Evaluates the performance of subordinate personnel.

Other Functions

1. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials or permits held by the incumbent that are registered with the Office of the Los Angeles County Superintendent of Schools and that are part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned.

Qualifications

Education

1. An earned master's degree or advanced degree of at least equivalent standard from an accredited college or university, with required units in early childhood education/child development to meet requirements for the Child Development School-Age Emphasis Program Director Permit.
2. At least four semester units in multicultural education or equivalent study (effective July 1, 2007). Multicultural understanding coursework must pertain to a minority group represented in the District student enrollment.

Experience

Required

At least three school years of successful full-time service as a teacher, teacher trainer, or in an administrative or supervisory position in a public school child development program, licensed child day care center, preschool or elementary school (K-3).

Desirable

Experience in an early education center or early childhood program of the Los Angeles Unified School District.

NOTE: For definitions of years of experience, refer to Policy Guide E23.

Credentials

A valid California credential(s)/permit(s) authorizing service in the area and at the level of this position must be in force and on file in the Office of the Los Angeles County Superintendent of Schools.

Knowledge, Skills, Abilities, and Personal Characteristics

1. Knowledge of federal, state, and local legislation, policies, rules, and regulations pertaining to child development programs.
2. Knowledge of District policies and procedures, goals and objectives, organizational structure and functions, collective bargaining agreements, negotiated contracts, and consent decrees.
3. Knowledge of the fundamental principles and accepted practices, current trends, literature, and research in the field of child development.
4. Knowledge of effective administrative and managerial practices and ability to implement them.
5. Ability to plan, organize, and manage time for self and others.
6. Leadership skill in facilitating group processes, including consensus building and conflict resolution.
7. Appropriate interpersonal style and methods to guide individuals and groups toward task accomplishment.
8. Ability to work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups.
9. Ability to provide instructional leadership.
10. Knowledge of pre-K-6 curriculum and District instructional objectives and best instructional methods, strategies, and materials.
11. Knowledge of staff development and parent education resources.
12. Knowledge of and skill in effective record management, budgetary processes, and school finance.
13. Knowledge of matters related to personnel, purchasing, maintenance and operations, food services, payroll, facilities, and contracts.
14. Commitment to standards of assessment and accountability as specified in the District reform movement.
15. Ability to utilize subordinates effectively.
16. Ability to make formal, public presentations.
17. Ability to communicate with students, parents, community representatives, colleagues, and District personnel, both individually and as a group.
18. Ability to compose and comprehend written communication.
19. Ability to observe student activities.
20. Ability to observe subordinates' activities.
21. Ability to travel to other sites/locations.
22. Mobility to respond quickly in an emergency situation.
23. Ability to cope with crisis situations and the need to make immediate decisions.
24. Mobility to traverse all areas of the work site.

Health

Physical and mental fitness to engage in management service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

Special Requirement

Annual Bloodborne Pathogen training (new employees must complete prior to employment).

NOTE: This is a Master Salary Table classification.

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

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