

SAN YSIDRO SCHOOL DISTRICT

TITLE: Principal on Special Assignment /Director Early Childhood Education (ECE)

REPORTS TO: District Administrator

DEPARTMENT: As assigned

FLSA: Non-Exempt

Revised:

CLASSIFICATION: Management (207 Days)

SALARY: Management Salary Schedule

Board Approved: April 9, 2026

BASIC FUNCTION: Under the direction of the Assistant Superintendent of Education Services, the Principal on Special Assignment/Director ECE serves as the educational leader and chief executive of the school/ECE. The Principal/Director is responsible for the direction of the instructional program, operation of the school/ECE plans, participation in staff and student activities, and community leadership.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Develops and implements a shared vision of learning and growth using multiple measures of data with a focus on equitable access, opportunities, and outcomes for all students in preschool, transitional kindergarten, and primary grades.
- Provides leadership to staff in determining objectives and identifying school/ECE needs as the basis for developing long- and short-range plans for the school that are in support of the Governing Board objectives.
- Responsible for the creation and oversight of the Single Plan for Student Achievement (SPSA), including the allocation of financial resources to meet the goals of the plan.
- Assists in the diagnosis, prescription, and assessment of student needs. Ensures that instruction offered (pre-K through 6th grade) is appropriate to the needs of individual students and in compliance with the district adopted curriculum.
- Prepare in a timely fashion, appropriate applications, reports for all state, federal, and privately funded projects related to early childhood education programs, including preschool through transitional kindergarten, to ensure continued funding and compliance with state and federal requirements.
- Establishes an effective school/ECE administrative organization with clear lines of responsibility and necessary delegation of authority.
- Supervises and evaluates the performance of all assigned personnel and ensures evaluations are completed in accordance with district procedures.
- Works in tandem with district leadership to ensure articulation of curriculum and academic expectations and to drive districtwide instructional improvements in a coherent manner that supports Board and District goals.
- Involves certificated teachers using classroom visits and multi-point data as the basis for decisions aimed at raising student achievement.
- Identifies, provides, assigns, and coordinates professional learning opportunities for school personnel.
- Assists staff in developing effective classroom management techniques, such as, (a)planning and organizing work, (b)providing proper assistance in addressing behavior problems, (c)communicating and implementing school and district rules, regulations, and policies, and (d)exercising care over school equipment and property.

- Develops a School Site Safety Plan with procedures for health, safety, discipline, and student conduct in accordance with established District procedures.
- Works collaboratively with the Chief Business Official to prepare and monitor budgets related to early childhood programs for the purpose of implementing and maintaining such programs. Serves as a liaison between the school, home and community to promote positive attitudes toward learning for the purpose of ensuring communication between all service providers.
- Makes provisions for obtaining the necessary facilities, equipment, books, materials, and supplies for school/ ECE operation.
- Serves as the District representative to local, county, state and federal agencies involved with serving families with young children to gather and disseminate information of District services.
- Utilizes various communication methods with the staff and the community to ensure effective two way communication.
- Communicates with District administrators, agencies, organizations, and state and county Early Childhood Education and Special Education Local Plan Area (SELPA) administrators to coordinate programs, resolve issues, and exchange information related to Early Childhood Education and Early Childhood Special Education laws, policies, and procedures.
- Provides for adequate supervision of children at all times in accordance with Title V Section 5552 of California Civil Regulation (Playground Supervision).
- Effectively performs the mandated reporting requirements in compliance with California Penal Code 11164-11174.3. Exercises promptness and clarity in submitting reports and other requested information for the district office.
- Effectively delegates duties and responsibilities to others.
- Performs such other duties as required by the Superintendent.

KNOWLEDGE

- Demonstrated knowledge of best practices in curriculum and instruction, assessment, program evaluation, evidence of classroom effectiveness, budget management, and data analysis.
- Demonstrated knowledge of school operations and management.
- Demonstrated knowledge of leadership development.
- Demonstrated knowledge of state and federal regulation and requirements governing public education programs.
- Demonstrate knowledge of the applicable federal and state laws, codes, regulations, policies and procedures related to public education programs, including preschool.

ABILITIES

- Ability to organize activities, meetings, and events; routinely gather, collate, and/or classify data; and use job-related equipment.
- Ability to be flexible and work independently and collaboratively with others in a wide variety of circumstances.
- Ability to effectively present information and respond to questions from groups, parents, and the general public.
- Ability to relate well and work collaboratively with stakeholders.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Valid California Administrative Services Credential
- A Master's Degree in Educational Administration or other educational areas is required.
- Minimum of two years of experience as a site level administrator.
- At least three years of experience as a classroom teacher, or similar certificated experience in the field of education.

- Child Development Program Director Permit OR Child Development Program Director Permit completion within the first 2 years in position
- Training in child development education, teaching in an equivalent early childhood programs/elementary education programs and evidence of successful experiences.

DESIRED QUALIFICATIONS:

- Bilingual and Biliterate (English/Spanish)
- Clear California Administrative Services Credential

WORKING CONDITIONS

Indoor and outdoor school settings which can include office and outdoor interactions.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information and read body language and expressions; seeing to perform assigned duties, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting light objects.