

West Orange-Cove CISD			
JOB TITLE:	North Early Learning Center Principal / Head Start Director	REFERENCE CODE:	
REPORTS TO:	Superintendent of Schools	PAY GRADE:	ADM
DEPT./SCHOOL:	Head Start Campus	SERVICE DAYS:	226
FLSA:	Exempt		

PRIMARY PURPOSE:

The Head Start principal is to manage and administer the district Head Start program and implement all federal guidelines of the program operating within the framework of the philosophy and objectives established by Board policy, consistent with statutes and standards of regulatory agencies, and in accordance with administrative regulations and procedures; the principal / Head Start Director shall assume responsibility for planning and implementing the total instructional program and promoting the educational development of all students.

QUALIFICATIONS:

MINIMUM EDUCATION/CERTIFICATION

- A Master's Degree from an accredited college or university
- A Mid-management or Professional Administrator's Certificate
- Certified PDAS Appraiser

SPECIAL KNOWLEDGE/SKILLS

- Working knowledge of federal and state codes governing education
- Effective communication, public relations and interpersonal skills
- Ability to manage budget and personnel
- Understanding of the Head Start philosophy and the ability to implement its principle of shared authority and decision making.

MINIMUM EXPERIENCE

- Minimum of three years of experience in teaching
- Campus level Administrative experience is preferred

ESSENTIAL FUNCTIONS:

INSTRUCTIONAL MANAGEMENT:

1. diagnose student needs; assist teachers in designing learning experiences for students; monitor student achievement and attendance
2. encourage the development and piloting of innovative instructional programs; facilitate the planning and application of emerging technologies in the classroom
3. ensure that all Performance Standards of the Education Component of the Head Start program are met

SCHOOL/ ORGANIZATIONAL CLIMATE:

4. monitor instructional and managerial processes to ensure that program activities are related to program outcomes and use findings to take corrective actions
5. assess the school climate and advance through team building and communication a clear sense of the campus and district mission statements
6. resolve conflicts at the lowest decision-making level possible and encourage other to do so

SCHOOL/ ORGANIZATIONAL IMPROVEMENT:

7. promote a positive image of the district in all communications
8. build bridges of support and good will between campus and central office staff
9. collaboratively plan and implement all Head Start and state mandated activities to ensure improvement; ensure that staff implements programs and activities that are consistent with federal and state law
10. contribute to district-wide school improvement efforts and the attainment of Academic Excellence Indicators as a member of the management team

PERSONNEL MANAGEMENT:

11. be effective in scheduling activities and the use of resources needed to accomplish determined goals
12. secure the necessary personnel resources to meet objectives of the Head Start program and the school district in coordination with the Director of Personnel
13. assign and evaluate all personnel assigned to the campus; ensure that all Head Start personnel are knowledgeable of the Head Start program rules and regulations; recommend to the Superintendent the termination, suspension, or non-renewal of any employee assigned to the campus

**ADMINISTRATION
AND FISCAL/
FACILITIES
MANAGEMENT:**

- 14. delegate appropriately and recognize exemplary performance of staff; encourage personal and professional growth leadership among the staff
- 15. consider teacher, parent, and community input in developing goals that affect the budget, program needs, personnel, and other fiscal needs of the campus
- 16. works directly with the grantee's business manager and secretary to develop, monitor, evaluate, and report on financial control programs and procedures, including compensations and benefits, to policy groups and staff
- 17. initiate and direct, in coordination with other staff and parents, cost studies and comparative analyses of alternative operating strategies
- 18. assist in the resolution of audit exceptions and the implementation of auditors' recommendations and report all findings to management staff and governing bodies
- 19. base decisions on federal and state laws and regulations and on district policies
- 20. monitor the use, care, and replacement of school facilities to ensure that all buildings and grounds are safe and orderly

**STUDENT
MANAGEMENT:**

- 21. direct the writing of the Head Start Grant
- 22. promote school-wide activities for building self-esteem in all students
- 23. administer the discipline management systems adopted by the local school board; develop and communicate to students, staff, and parents the school guidelines for student conduct

**SCHOOL/
COMMUNITY
RELATIONS:**

- 24. supervise and provide for effective skills testing programs
- 25. communicate the school's mission to the community; solicit support from the community for the accomplishment of the school's mission; use appropriate and effective techniques for community and parent involvement
- 26. foster positive community relations through effective communication and purposeful dialogue between school and community; project a positive image of mutual understanding, respect, and trust between school and community

**PROFESSIONAL
GROWTH AND
DEVELOPMENT:**

- 27. supervise the parent program according to Head Start program guidelines
- 28. perform duties in a professional, ethical, and responsible manner; participate in professional organizations

**ACADEMIC
EXCELLENCE
INDICATORS AND
CAMPUS
PERFORMANCE
OBJECTIVES:**

- 29. use information provided through assessments and the district's appraisal instrument; disseminate ideas and information for improvement of performance
- 30. initiate instructional and/or teaching updates designed to improve student performance

OTHER DUTIES:

- 31. provide for good student attendance by follow-up action on students with poor attendance and recognize students with good attendance
- 32. inservice teachers to have high expectations for their students
- 33. monitor the number of students who do not master Pre-Kindergarten essential elements and provide activities for remediation
- 34. perform other duties and functions as assigned by the Superintendent

SUPERVISORY RESPONSIBILITIES:

All certified and non-certified personnel assigned to the elementary school campus and Head Start Program.

WORKING CONDITIONS:

Ability to coordinate district / campus functions; Maintain emotional control under stress
Daily interaction with students, parents, staff, and members of the community

This document describes the general purpose and responsibilities of this position and is not an exhaustive list of all responsibilities, duties and skills that may be required.

Signature

Date