



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Assistant Principal – Head Start
Reports To: Head Start Principal
FLSA Status: Exempt
Prepared By: Assistant Superintendent of Instruction – MM
Approved By: Human Resources
Prepared Date: 06/2015
Last Revised Date: 05/2017

Summary:

To lead, coordinate and develop cutting edge early childhood development programs for children of Kalamazoo County Head Start program. The Assistant Principal must have the ability to collaborate with Head Start programs, the nine local school districts, higher education, community organizations and the community in a collaborative manner. The Assistant Principal will need to support the current and future direction of the Head Start program, its needs, and opportunities for young children preparing them for success in their education.

Essential Duties and Responsibilities:

- Work collaboratively as a part of the Early Childhood Leadership Team at KRESA to inspire and promote the vision of the Early Childhood Department
- Responsible for assisting the Head Start Principal with Head Start program
- Must have knowledge of and comply with the Kalamazoo RESA handbook, Head Start Policies and Procedures, and State of Michigan Licensing for Child Care Centers.
- Responsible for knowing the Head Start Program Performance Standards to ensure program is in compliance and striving for excellence
- Embodies and demonstrates Kalamazoo RESA's Core Values: Collaboration, Respect, Trustworthy, innovation, and compassion.
- Confers with parents, administrators, specialists, social workers and others to implement the individual educational programs (IEPs) for students who are at different learning ability levels.
- Monitor compliance with all policies, regulations and procedures including IEP's with local districts
- Mentor and coach support staff and teachers of early childhood programs including Head Start and GSRP
- Observe and evaluate teaching staff utilizing the 5D+ Teacher Evaluation Rubric
- Support the Human Resources of Head Start by coaching, providing feedback, providing recognition, and establishing positive relationships
- Lead MTSS, PLC, and FST meetings
- Implement and support PBIS, Literacy, Math, PD planning and other related curriculum while using data to determine effectiveness
- Support the budget plan and approve expenditures as well as attendance requests
- Provide ongoing support and leadership related to best practices and current research of early childhood instruction and programs
- Administer program evaluation model focused on continuous improvement
- Initiate and/or guide positive systems change to support and build staff capacity

- Provide leadership within the county for early childhood education and family support systems
- Assists in establishing and maintaining relationships with community partners
- Oversee the preparation of reports for federal, state and local regulatory agencies
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

Prefer a Masters Degree in Educational Leadership with ability to acquire Michigan Administrator Certification within 2 years and four to ten years related experience in Early Childhood plus related training.

Certificates, License, Registration:

As required by Federal and State law.

Other Skill & Abilities:

Keep administrator abreast of department activity
Efficiently use computer and applicable software.
Effective communication and listening skills.
Delegate work assignments when appropriate.
Keep Assistant Superintendent abreast of program status.
Work in a team oriented fashion.
Ability to problem solve.
Ability to read, analyze and interpret data.
Ability to write reports, correspondence and procedures.
Effectively present information in front of groups and engage with audience.
Maintain confidentiality.
Support and make decisions with sound judgment in a timely manner.
Develop strategies to achieve program goals.
Complete hours of work as necessary to reach goals.
Adapt to frequent changes in the work environment.
Practice safe work habits.
Use equipment and materials properly.

Supervisory Responsibilities:

Directly supervises Head Start Site Supervisors, Coach, Behavioral Specialist, and Mental Health Specialist. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws; Responsibilities include interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

Office environment with little exposure to excessive noise.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.