Board Approved: June 11, 2026

Washington Unified School District

CLASSIFICATION: Principal, Early Education Center

BASIC FUNCTION

Under the direction of the Assistant Superintendent or designee, serve as the instructional leader and site administrator of the school. Oversee the implementation of curriculum, budget, operations, and student and staff programs; coordinate activities with other school sites, the District office, and the community; and provide effective leadership to support student achievement and school operations.

ESSENTIAL FUNCTIONS

Plan, organize, direct, and evaluate school and District programs related to curriculum, budget, operations, student services, and staff

Develop, implement, and monitor site goals, objectives, and priorities aligned with District expectations

Develop and manage the site budget in alignment with program goals and student outcomes

Allocate resources and monitor the effectiveness of services and operations

Analyze student data with staff to design and implement targeted interventions

Lead professional development and ensure measurably improved student achievement.

Evaluating and coordinating the professional growth of all staff through frequent, high-quality feedback and coaching.

Collaborating with District Departments to refine and innovate the instructional program.

Integrating student services and supports to remove barriers to academic success.

Promote a safe, inclusive, and positive learning environment

Ensure compliance with all applicable State and Federal program requirements and licensing regulations.

Develop and maintain effective communication and engagement with families and the community

Oversee site operations, including facilities, safety planning, and program implementation

Prepare and maintain required reports, records, and documentation in alignment with applicable policies, regulations, and timelines

Develop and maintain advisory groups to ensure broad and balanced representation and input.

Collaborate with District leadership and Human Resources to assess staffing and program needs

Perform other duties as assigned to support the needs and operations of the District

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Federal and state laws, including the California Education Code, and Board policies related to school operations and the rights and responsibilities of students, staff, and community stakeholders
- State and federal program requirements related to student services and funding sources (e.g., Medi-Cal, Healthy Families)
- Child development theory, instructional strategies, classroom management, and supervision of instruction
- Positive Behavioral Interventions and Supports (PBIS) and de-escalation strategies for student behavior and crisis response
- Legal requirements and best practices related to student safety and intervention
- Collective bargaining agreements and District procedures related to the hiring, supervision, and evaluation of staff
- California Professional Standards for Educational Leaders (CPSELs) and their application to site leadership
- Data systems, assessment practices, and security protocols related to student information
- Organizational leadership, team building, and effective collaboration with staff, families, and community partners
- Budget development, fiscal management, and basic accounting practices
- Purchasing, inventory, and distribution procedures for materials, equipment, and supplies

ABILITY TO:

- Foster an equitable learning environment that supports students from diverse backgrounds
- Analyze and interpret student learning data to inform instructional decisions
- Align site budgets with instructional priorities and student needs
- Plan, organize, and oversee school site operations, including facilities and personnel
- Facilitate collaborative planning and instructional problem-solving with staff
- Design and implement professional learning based on staff and student needs
- Supervise and evaluate assigned certificated and classified staff

DRAFT

- Maintain effective communication with families, community members, and stakeholders
- Plan, prioritize, and manage work in a fast-paced environment with competing demands
- Analyze situations and implement appropriate, timely actions
- Interpret and apply laws, policies, regulations, and procedures
- Communicate clearly and effectively, to a variety of audiences
- Prepare and deliver presentations as needed
- Maintain consistent, punctual, and reliable attendance
- Operate standard office equipment and technology
- Sustain visual acuity and mental focus in a high-demand environment

EDUCATION, TRAINING, AND/OR EXPERIENCE

EXPERIENCE
- Five (5) years of successful classroom teaching experience (preschool or TK preferred)
- Two (2) years of successful administrative experience
- Experience with Special Education laws and regulations (desired)

EDUCATION
- Any combination or equivalent to completion of a CA Administrative Services Credential or master's degree in education or related field

CERTIFICATION
- Possession of a valid California Administrative Services Credential and a
- Possession of a Children's Center Supervisory Permit OR a Program Director Permit OR 24 units of Early Childhood Education OR 12 units of Early Childhood Education with three (3) years of primary teaching experience.

LICENSES
- Requires a valid driver's license

WORKING CONDITIONS

- Frequent interruptions and regular interaction with staff, students, and families
- Fast-paced environment requiring management of multiple priorities and sensitive situations
- Attendance at meetings and events beyond the standard workday
- May represent the District in complex or sensitive matters
- Requires physical mobility, including bending, kneeling, and assisting students
- Combination of sitting, standing, and moving throughout the workday

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DRAFT