



Position: Assistant Principal (Educator III)
Area: Experimental Education Unit
100% FTE

General Information

The Experimental Education Unit (EEU) at the Haring Center is a comprehensive early childhood center providing inclusive educational services for families and children with and without disabilities from birth through kindergarten. At the Haring Center, families, researchers, and students work closely on their shared mission of providing high quality inclusive early learning services for children with and without disabilities, for children and families of diverse backgrounds (social, economic, cultural, racial and ethnic backgrounds). The Haring Center is proud to be a leader in developing, implementing, evaluating, and disseminating strategies to help children of all abilities and backgrounds thrive and belong, all teachers to be effective, and all caregivers feel confident in caring and supporting their children. The Haring Center's commitment to inclusion requires us to invest in colleagues who are committed to meeting the needs of culturally and linguistically diverse populations and who center the voices of those from marginalized communities.

We are committed to creating a more inclusive world by being life-long learners, celebrating diversity, focusing on children and their families, & bringing joy to our community. We believe that an inclusive and equitable community can only be achieved by addressing ongoing inequities in access, service delivery, and outcomes. Services are provided to children and families through a transdisciplinary approach characterized by collaboration in which professionals share their discipline-specific information and skills with other members of the team including the family. The goal of the preschool program is to provide high-quality early learning for all children. In addition, we offer enhanced services for children and families who qualify for ECEAP (Early Childhood Education and Assistance Program) and implement systematic instruction for children with special needs. This position reports directly to the principal of the Experimental Education Unit.

Position Purpose: Reporting to the EEU School Principal, this position provides direct support to the principal, the head teachers of the EEU School and participates as a member of the EEU Administrative team.

Duties and Responsibilities include:

Families

- Managing and delivering ongoing communication with families
- Attend meetings with families and teachers
- Coordinate transition and RISER process
- Coordinating family engagement
- Organize school events

Volunteer and Staffing

- Manage substitute needs for classroom staff

- Develops and coordinates volunteer onboarding practices, orientation, placement, and schedules
- Coordinate with UW College of Education to support training and research.
- Build and maintain connections with outside organizations and universities
- Supervise and support graduate students, assistant teachers, classroom aides, and volunteers
- Maintain and update the hiring process for assistants and hourly staff

Contracts

- Manage SPP and ECEAP program deliverables
- Support Program Support Specialist
 - Recruitment and enrollment processes for SPP and ECEAP
 - Monitor and update state databases (ELMS, CHIPS, MERIT)
 - Attendance and monthly reports
- Directs the state Quality Rating and Improvement System (QRIS)
- Represents the Haring Center and the Experimental Education Unit at the monthly Department of Education and Early Learning (DEEL) director's meetings;
- Coordinating with the Principal and communicating expectations of the contracts with the teaching staff.
- Maintain communication with the City of Seattle Program Specialist.

Administrative and Leadership

- Participate on the EEU Equity Change Team
- Participates in hiring process
- Participates in general school administration
- Administrative responsibilities in the absence of the principal

Requirements:

- Bachelor's Degree in education or related field;
- Proof of citizenship and employment eligibility.

Desirable qualifications:

- Experience in leadership roles
- Early childhood teaching experience

How to apply:

To be considered for position submit (1) cover letter, (2) resume, (3) three letters of recommendation, and (4) a 500 word maximum response to the following question: What would it take for all children, families and staff to have a true sense of belonging at the EEU?

Review of applications will begin upon receipt until position is filled.

Notes:

[The University of Washington is an equal opportunity, affirmative action employer.](#) To request disability accommodation in the application process, contact the Disability Services Office at 206.543.6450 / 206.543.6452 (tty) or dso@u.washington.edu.