

Columbia Public Schools

Excellence in Education for All Students

Job Description

POSITION PROPERTIES

Position Title: Chief Schools Officer

Schedule: Salaried Support/Grade 10

Job Code: 94ADMIN670

FLSA: Exempt

Calendar: ADSUP-S

Benefits: Eligible (Retirees not Eligible)

Contract Type: ADMIN

Bargaining Unit: None

Revised Date: 04/07/2026

PURPOSE

The Chief Schools Officer serves as a member of the Superintendent's Cabinet and provides executive leadership for school performance, principal effectiveness, student support services, safety and security, health services, career and technical education, athletics, and summer school programs. Through the supervision of district leaders, the Chief Schools Officer ensures schools are safe, supportive, high-performing environments where all students can thrive academically, socially, and emotionally.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Through the supervision of the Executive Directors of Elementary and Secondary Education, provide leadership for principal effectiveness, school improvement, leadership development, and the implementation of district priorities to ensure high levels of student achievement and organizational performance across all schools.
- Lead district efforts to monitor school performance, analyze student outcome data, and implement targeted strategies that improve academic achievement, attendance, student engagement, school culture, and continuous improvement.
- Collaborate with the Chief Academic Officer to align instructional initiatives, school improvement efforts, and district strategic priorities to support student success.
- Provide executive oversight of district safety, security, emergency preparedness, crisis response, and health services, ensuring safe, supportive, and compliant learning environments for students and staff.
- Provide strategic direction and oversight for the Columbia Area Career Center, district athletics, and summer school programs to ensure high-quality opportunities that support student development, postsecondary readiness, and operational effectiveness.
- Serve as a member of the Superintendent's Cabinet and executive leadership team, providing strategic leadership, advocacy, and support for schools, students, and families.
- Coordinate the work of schools and district departments to ensure alignment of resources, services, and supports that advance student achievement and the goals of the district strategic plan.
- Serve as a district leader and advocate for schools, students, and families by building strong partnerships with staff, community stakeholders, and the Board of Education, and by providing leadership in addressing complex issues and critical situations.

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on policies, regulations and values, visit <http://www.cpsk12.org>

REPORTING RELATIONSHIPS

Reports To: Superintendent

Supervises:

- Executive Director of Elementary Education
- Executive Director of Secondary Education
- Director of Safety and Security
- Director of Health Services
- Director of Athletics
- Director of Summer School
- Director of the Columbia Area Career Center

QUALIFICATIONS

Minimum: Master's Degree; possess or be eligible for a Superintendent's Certificate; five years of progressive leadership experience in public school systems.

Preferred: Doctorate Degree; seven years of progressive leadership experience in public school systems.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Present information to teachers, staff, other administrators, and boards. Respond to common questions and concerns. Interview students, staff, and teachers. Read, analyze, and interpret professional journals, memoranda, policies, administrative procedures, and statutes. Write business correspondence, including staff memoranda and newsletter articles. Keep information confidential when required by law, policy, or the nature of a particular situation. These are essential functions of the job.

Computation: Work with mathematical concepts, such as probability and statistical inference, and analyze data for instruction. Apply concepts such as fractions, percentages, ratios and proportions to practical situations. Perform computer word processing (including spreadsheets) and internet research. Access and create reports using the District's student information software and databases. These are essential functions of the job.

Reasoning: Define problems, collect data, establish facts, and draw valid conclusions. Solve a variety of problems in many different situations. Interpret instructions presented in written, oral, diagram or schedule form. Demonstrate executive functions such as planning, organizing, remembering, and regulating information and behavior as they pertain to student performance and achievement. These are essential functions of the job.

Technology: Use of technology in daily work; present information to colleagues, staff and students using a variety of media. Access and create reports using the District's student information software and databases. Readily utilize smart boards, projectors and other instructional technology provided by the district. Adhere to all District policies and procedures regarding technology use. These are essential functions of the job.

Physical demands: Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and considerable dexterity in operating office equipment. Consistent and regular attendance is an essential function of this position including but not limited to attend Board meetings, student activities and events. Weekends or in evening hours are common. These are essential functions of the job.

Environmental conditions: The work environment is consistent with a typical office environment; however, they will occasionally be in a school setting, outside in temperatures below freezing and above 100 degrees. The individual who holds this position is frequently required to work irregular or extended hours. These are essential functions of the job.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer