Columbia Public Schools
Excellence in Education for *All* Students
Job Description

POSITION PROPERTIES

Position Title: Assistant Principal - Elementary School
Schedule / Grade: 210 Days - PRAS
Job Code: ##ASTPR700
FLSA: Exempt
Calendar: PRIN-EA
Benefits: Eligible (Retirees not Eligible)
Contract Type: ADMIN
Bargaining Unit: None
Revised Date: 09/02/2025

PURPOSE

Columbia Public School is dedicated to providing an excellent education for all students. Assistant Principals are responsible for assisting in all areas of school administration including leading, coordinating and collaborating with students, parents, faculty and staff to ensure school- and district-wide goals are achieved. Assistant Principals are integral in ensuring effective discipline, attendance, and student activities are carried out that support the vision, mission and values of the assigned school.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Support classroom teachers with instructional practices.
- Assist the principal with teacher supervision and evaluation.
- Assist with parent communication.
- Assist with planning and preparation for school, including enrollment, staff orientation, etc.
- Assist with the supervision of extracurricular activities.
- Provide general supervision for building support staff assigned.
- Maintain student attendance records and resolve attendance problems.
- Serve as the administrator in charge of student discipline.

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 polices, regulations and values, visit http://www.cpsk12.org

REPORTING RELATIONSHIPS

Reports To: Building Principals
Supervises: Assists the Principal in the supervision of the staff and student body

QUALIFICATIONS

Minimum:

- Master's Degree
- Elementary Principal or School Leader Certification
- Evidence of 4 years' successful teaching experience

Preferred:

- Master's Degree or higher
- Evidence of successful leadership experience

Ideal Candidate:

- Evidence of exceptional leadership experience

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. These are essential functions of the job.

Reasoning: 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: Integrate technology into daily instruction; present information to 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: Frequently move in and around the building and grounds to visit classrooms, attend meetings, and supervise bus loading and unloading and also be able to sit for an hour or more at a time. The position requires the ability to hear conversations in a noisy environment. Consistent and regular attendance is an essential function of this position including attending Board meetings, student activities and events, and IEP meetings. Weekends or evening hours is 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 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 accommodation to perform the essential job functions.

Equal Opportunity Employer