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

POSITION PROPERTIES

Position Title: Principal - Elementary School
Schedule / Grade: 215 Day
Job Code: ##PRINC700
FLSA: Exempt
Calendar: PRIN-E
Benefits: Eligible (Retirees not Eligible)
Contract Type: ADMIN
Bargaining Unit: None
Revised Date: 08/28/2025

PURPOSE

Columbia Public Schools are seeking an Elementary School Principal. Elementary educators commit to serving students by creating a caring, collaborative, engaging, positive and professional culture. Our elementary schools seek to instill in students: high standards for kindness, responsibility, respect, problem solving, and positivity. The principal shall have the responsibility for planning, advocating, supporting, collaborating, implementing, and evaluating all educational activities. The principal will create a positive, trustworthy, and respectful climate that has consistent expectations for all. The principal will build relationships, communicate proactively and promote continual growth while maintaining a student-centered focus.

ESSENTIAL RESPONSIBILITIES AND DUTIES

The Principal will conduct the following administrative responsibilities:

- Implement and maintain a shared mission and vision for learning
- Positively engage families in establishing a shared sense of community for the school
- Provide clear and consistent expectations for students and staff
- Work with various stakeholders to establish programs and activities that support the Columbia Public Schools goals of Achievement, Innovation, and Growth
- Coordinate programs and activities with community partners
- Articulate and inspire a shared vision of learning that supports all students by engaging with students and teachers in classrooms
- Proactively plan, communicate, and execute initiatives collaboratively with professionals and families

- Implement and supervise instructional programs with an emphasis on professional development for high student achievement in a manner that models excellence
- Provide leadership through CPS initiatives such MTSS, Standards Referenced Grading, and Focused Instructional Walks.
- Supervise operations and personnel at school level
- Hire and supervise teachers and staff in school
- Observe, support, and conduct informal and formal evaluations of teaching to promote continuous learning and improvement of professional practice by teaming with teachers to enhance their instructional expertise
- Establish and maintain disciplinary policies by providing instruction and consistent response
- Support extra-curricular programs
- Maintain positive community, parent, and staff relations that promote active engagement and an appreciation of diversity
- Oversee compliance with district policies
- Oversee use of facilities, scheduling classes and activities
- Manage and monitor the budget for the school
- Understand and adhere to Board Policies and procedures

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: Executive Director of Elementary Education
Supervises: Building staff and student body

QUALIFICATIONS

Minimum: Master's Degree in School Administration required. Missouri Principal Certificate is required.
4 years of successful experience as a classroom teacher.

Preferred: 3 years' experience as an Assistant Principal or Principal. Specialist or Doctorate is preferred.
4 years of successful experience as an elementary classroom teacher. 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.

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ADA REQUIREMENTS

Language: Present information to teachers, staff, other administrators, and the Board of Education. Respond to common questions and concerns. Interview students, staff, and teachers. Read, analyze, and interpret professional journals, memoranda, Board policies, administrative procedures, and statutes. Write business correspondence, including staff memoranda and newsletter articles, as needed. 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; Apply knowledge of current educational theory and instructional techniques while presenting subject matter to students; 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.

Other Skills and Abilities: Identify needs and abilities of individual students and to adapt instructional methods; accordingly, Establish and maintain effective relationships with students, peers and parents; Perform multiple tasks simultaneously. These are essential functions of the job.

Technology: Integrate technology into daily use; present information to students and staff using a variety of media; Access and present information from online sources in a manner that enhances presentation and instruction; Use district software for collecting information, creating reports and appropriate recording; 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: An individual who holds this position must 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. The individual who holds this position will be expected to attend Board meetings, student activities and events, and IEP meetings. These are essential functions of the job.

Attendance: Consistent and regular attendance is an essential function of this position.

Conditions and Environment: The work environment is consistent with a typical office environment; however, the individual who holds this position will occasionally be required to 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 accommodations to perform the essential job functions.

Equal Opportunity Employer