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

POSITION PROPERTIES

Position Title: Principal - Middle School
Schedule / Grade: 233 Day
Job Code: ##PRINC702
FLSA: Exempt
Calendar: PRIN-MJS
Benefits: Eligible (Retirees not Eligible)
Contract Type: ADMIN
Bargaining Unit: None
Revised Date: 09/02/2025

PURPOSE

Columbia Public School District is seeking a dynamic and visionary leader to serve as Principal of Middle School, beginning in this school year. This is an exciting opportunity to lead a diverse and vibrant learning community, fostering a culture of excellence, equity, and innovation. The Principal will be responsible for the overall leadership, administration, and supervision of all educational activities, ensuring a safe, supportive, and engaging environment where all students can thrive.

ESSENTIAL RESPONSIBILITIES AND DUTIES

The Principal will conduct the following administrative responsibilities:

- Develop, articulate, and implement a compelling vision for the Middle School that aligns with the district's strategic goals and priorities, inspiring a shared commitment to student success.
- Lead the development and implementation of school improvement plans, focusing on continuous growth and achievement for all students.
- Foster a culture of innovation and collaboration, encouraging the use of effective instructional practices and data-driven decision-making.
- Provide leadership and support to ensure high-quality instruction and learning across all content areas and activities.
- Supervise and evaluate instructional programs.
- Support the professional growth of teachers and staff through coaching, mentoring, and professional development opportunities.

- Build strong relationships with students, families, staff, and the broader community, fostering open communication and collaboration.
- Oversee the development and implementation of comprehensive extracurricular programs that enrich the student experience.
- Manage the school's budget and resources effectively and efficiently.
- Oversee the use of the school facility, scheduling classes, and activities to maximize learning opportunities.
- Ensure compliance with district policies, procedures, and legal requirements.
- Supervise and evaluate assistant principals, teachers, and support staff.

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

Knowledge, Skills, and Abilities:

- Strong leadership, communication, and interpersonal skills.
- Ability to articulate a clear vision and inspire others.
- Deep understanding of effective instructional practices and assessment.
- Ability to build strong relationships with diverse stakeholders.
- Effective problem-solving and decision-making skills.
- Strong organizational and time management skills.
- Proficiency in the use of technology for communication, instruction, and data analysis.
- Knowledge of school operations, budgeting, and compliance.

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 Secondary Education
Supervises: School certificated and non-certificate staff

QUALIFICATIONS

Minimum: Master's degree in School Administration, Missouri Principal Certificate, clear evidence of successful classroom teaching experience, of four (4) years. Experience as secondary principal or assistant principal. Ability to receive career certification for administration. Must be eligible to obtain career certification in appropriate time.

Preferred: Educational Specialist or Doctorate. Successful experience leading school wide initiatives.

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 attend Board meetings, student activities and events, and IEP meetings. 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 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