

Columbia Public Schools

Excellence in Education for All Students

Job Description

POSITION PROPERTIES

Position Title: Advanced Studies Coordinator

Schedule / Grade:

Job Code: 01COORD203

FLSA: Exempt

Calendar: 225 Day

Benefits: Eligible (Retirees not Eligible)

Contract Type: ADMIN

Bargaining Unit: None

Revised Date: 09/21/2026

PURPOSE

The individual serves as a transition facilitator for secondary students and advanced studies programs and offerings such as Early College, dual credit and Advanced Placement.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Provides leadership and support for Early College planning, dual credit planning, Advanced Placement planning, programming and coordination and for the development of other innovative, and collaborative student transition opportunities with post-secondary institutions.
- Establishes and develops articulation and dual credit partnerships with colleges and universities, serving as primary liaison between Columbia Public Schools and the dual credit administration and instructional planning divisions of college and university partners.
- Develop Advanced Placement and dual credit course offerings in collaboration with the administration and CPS departmental faculty and college and university partners.
- Develop relationships with colleges and universities to increase dual credit offerings, assessing the needs of CPS departments and students, and coordinating with college partners to provide dual credit opportunities for students in response to those needs.
- Develops, oversees and maintains articulation and dual credit agreements, obtaining School Board approval and securing required approvals.
- Ensures the academic integrity of all articulation and dual credit agreements and course offerings, adhering to college guidelines and standards, providing appropriate offices the required documentation for each college program and maintaining required documentation.
- Collaborates with District Coordinators to ensure the academic integrity of all Advanced Placement course offerings, adheres to advanced placement guidelines and standards, provides and coordinates appropriate documentation and training for each program, and maintains required documentation.
- Manages the development and all aspects of the CPS Early College program, Advanced Placement, and all CPS Dual Credit programs, including preparation of guidelines for departments, instructors, and students, initiating and managing agreements with colleges, implementing policies and procedures, overseeing orientation activities for students and instructors, enrollment processes,

student eligibility verification and consent forms. Coordinate with college and university dual credit administrators and academic departments to find solutions to problems as they arise.

- Oversee official dual credit instructor approval process to ensure CPS instructors meet MDHE and college/university instructional eligibility requirements, providing and maintaining official documentation as required.
- Collaborates with the AID Department to help collect and maintain official Advanced Placement, dual credit enrollment and outcomes documentation for state reporting purposes.
- Keeps abreast of state and national Advanced Placement and dual credit policies, revising local programming policy as needed, providing input on policy changes, and advocating for issues of importance to career and technical education.
- Fosters positive student, parent, faculty and staff relationships by responding to Early College, Advanced Placement and dual credit inquiries and monitoring and resolving issues of importance and concern.
- Works collaboratively with staff to develop effective marketing pieces and preparation of publications including the course guide and student recruitment materials.
- Demonstrates knowledge of national trends and research surrounding dual credit, Early College and advanced placement and the role it plays in current education policy.
- Demonstrates ability to build successful relationships between secondary and postsecondary entities
- Demonstrates ability to establish and maintain effective working relationships with school, staff and community.

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: Executive Director of Curriculum and Instruction

Supervises: None

QUALIFICATIONS

Minimum: Master's degree in counseling or ability to obtain DESE Student Services counseling certification; Experienced in project management; Informed of Advanced Placement policies; Informed of Missouri Department of Higher Education and in state dual credit policies and practices.

Preferred: Experience as a school counselor; Experience working with career and technical education programs in a secondary or postsecondary setting preferred.

Ideal Candidate: Ability to foster relationships in all schools and with college partners; Experience with advising students on a variety of post-secondary programs.

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 including formal presentations. Respond to questions, concerns, and complaints appropriately. Read, analyze, and interpret complex documents. Write business correspondence, including staff memoranda and articles. Keep information confidential as required by law, policy, or the nature of a particular situation.

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 Districts student information software and databases.

Reasoning: Define problems, collect data, establish facts, and draw valid conclusions. Interpret instructions furnished in written, oral, diagram or schedule form. 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

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 attend Board meetings, student activities and events. Weekends or in evening hours are common. Travel between district facilities. Moderate amount of travel, both in and out of state.

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.

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