

Columbia Public Schools

Excellence in Education for All Students

Job Description

POSITION PROPERTIES

Position Title: Business and Industry Engagement Coordinator

Schedule / Grade: Salaried Support / 6

Job Code: 01COORD776

FLSA: Exempt

Calendar: 225 Day

Benefits: Eligible (Retirees not Eligible)

Contract Type: ADMIN

Bargaining Unit: None

Revised Date: 09/25/2026

PURPOSE

The Business and Industry Engagement Coordinator is responsible for planning, implementing, coordinating, and evaluating work-based learning experiences programming, with a focus on engaging business and industry partners.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Assist the Director and Assistant Director(s) in developing program plans, goals, policies, and procedures.
- Maintain and expand a network of active industry partners who provide high-quality work-based learning opportunities.
- Coordinate and oversee internships, job shadowing, mentorships, apprenticeships, guest speakers, field trips, and other work-based learning experiences.
- Align industry partner interests with student work-based learning placements and opportunities.
- Create, update, and renew all required documentation related to work-based learning programs.
- Communicate work-based learning information to parents, students, teachers, and staff.
- Assist in planning advisory committee meetings, building-wide professional development and assist with recruitment when appropriate.
- Build and maintain relationships with community stakeholders, including employers, economic development boards, city government, and post-secondary institutions.
- Other duties as assigned by the Director.

REPORTING RELATIONSHIPS

Reports To: Director of CACC

Supervises: None

QUALIFICATIONS

Minimum: Bachelor's degree in education, communications, business, marketing and/or community relations or related field. Hold Missouri Career Services Coordinator certificate or ability to obtain; hold Missouri Career Education Counselor certification or ability to obtain; or hold Missouri Career Education teacher certification.

Preferred: Program management experience; Experience in an educational setting focusing on career services for students.

The ideal candidate will have a professional and friendly demeanor with a demonstrated ability to work well with a variety of individuals in a fast-paced environment.

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.

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>.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Read and interpret documents such as instructions and procedure manuals; Write reports and correspondence; Answer telephone calls and direct callers to appropriate personnel; Demonstrate strong listening skills; Demonstrate strong written and oral communication skills; Present information to teachers, staff, other administrators, families, and the Board of Education; Keep information confidential when required by law, policy, or the nature of a situation

Reasoning: Interpret instructions furnished in written, oral, diagram or schedule form; Solve problems when such problems have a variety of concrete variables. Manage multiple tasks simultaneously.

Technology: Demonstrate strong computer skills including word processing and working with spreadsheets and databases; understand and submit online reports; Learn new systems and software.

Other Skills: Demonstrate interpersonal skills and ability to work closely with a variety of staff members; Safeguard confidential information. Be a self-starter and work independently.

Physical Demands: While performing the duties of this position, an employee is regularly required to move about, talk, and hear; Close vision ability to look at a computer screen for long periods of time is required.

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; at times, many staff members may be present and speaking simultaneously.

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