Columbia Public Schools

Excellence in Education for *All* Students

Job Description

POSITION PROPERTIES

Position Title: Coordinator – Science (6-12)
Schedule / Grade: Curriculum Coordinator
Job Code: 01COORD223
FLSA: Exempt
Calendar: 225 Day
Benefits: Eligible (Retirees not Eligible)
Contract Type: ADMIN
Bargaining Unit: None
Revised Date: 10/08/2026

PURPOSE

Columbia Public Schools provides an excellent education for all students. This position is responsible for implementing effective curriculum and instructional strategies for educators throughout the district in the area of science. The coordinator will work collaboratively with administrators and teachers to support quality curriculum implementation and instruction through providing professional development, resources, and support. This position will primarily be responsible for secondary science coordination.

This is an exciting opportunity to provide collaborative and strategic leadership in support of the secondary science curriculum and instruction. The coordinator will implement a district-wide vision and comprehensive strategy to ensure relevant and rigorous secondary science curriculum and instruction.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Provide leadership in improving student learning by partnering with district administrators, building administrators, science department chairs, and instructional mentors.
- Ensure teachers are provided tools and support to enable students to develop a deep comprehension of science concepts and skills.
- Lead and facilitate teacher committees to develop, implement, and evaluate specific programs, selecting appropriate instructional practices and materials, and maintain curriculum guides.
- Plan and provide STEAM and place-based professional development in conjunction with district and building leaders.

- Plan, organize, and implement the middle school science exploration days, Grand Teton summer learning experience programs and other curricular-related field trips and activities.
- Project, manage and monitor the budget for Grand Teton summer learning experience programs.
- Coordinate with community partners
- Collaborate with principals and teachers regarding STEAM and place-based program design and student achievement at the building and student level.
- Collaborate with other coordinators to ensure horizontal and vertical consistency and alignment.
- Analyze and evaluate effectiveness of instructional programming and engage in using information to improve learning and teaching.
- Develop, implement, analyze, and evaluate effectiveness of professional development, and engage in using information to improve future professional development.
- Support and engage district-level initiatives under the direction of the Director of Curriculum and Instruction.
- Provide support to teachers with curriculum, instruction, and student learning needs.
- Project, manage and monitor budget for place-based learning opportunities with a focus on long range planning.
- Maintain communication and attend professional meetings with organizations that inform educators about research and updates in science education.
- Perform other duties as necessary to support the mission and vision of Columbia Public Schools.

REPORTING RELATIONSHIPS

Reports To: Executive Director of Curriculum and Instruction

Supervises: Science Secretary and Science/Health Secretary

QUALIFICATIONS

Minimum: Master's degree in science, education, or other relevant degree. Missouri teaching certificate in science; Evidence of successful experience as a classroom teacher and experience as a teacher leader.

Preferred: Specialist or doctorate degree

Ideal candidates will have experience teaching secondary science, and a solid understanding of science content area and pedagogical practices to ensure high level engagement and academic mastery for students with low academic performance.

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.

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