Columbia Public Schools

Excellence in Education for *All* Students

Job Description

POSITION PROPERTIES

Position Title: Coordinator- MOT-Project Construct
Schedule / Grade: Salaried Support / 6
Job Code: 01COORD239
FLSA: Exempt
Calendar: ADSUP-S
Benefits: Eligible (Retirees not Eligible)
Contract Type: Notification
Bargaining Unit: None
Revised Date: 09/23/2026

PURPOSE

The Coordinator will work with other staff, consultants, and facilitators, to coordinate and provide record-keeping for MOT-Project Construct training and events.
Primary location: Project Construct Office (MOT)

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Financial Duties: Invoicing, creating purchase orders/request, completing and tracking finances
- Maintain and update financial database
- Prepare financial reports
- Maintain and update Project Construct registration database
- Design and coordinate evaluations, advertising, and other written work as requested
- Facilitate Project Construct training as needed
- 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: Chief Financial Officer

Supervises: Office Staff

QUALIFICATIONS

Minimum: BS in Education and has attended Project Construct Training
A minimum of five (5) years working in the field of Early Childhood Education, and at least two (2) years of experience as office manager or comparable position, preferably in an educational setting.

- Effective communication and organizational skills
- Positive interactions with early childhood educators, child-care providers, and administrators of early childhood programs
- Demonstrated knowledge and expertise in constructivist theory, Project Construct in particular, and its application to the education of infants, toddlers, and young children.

Preferred: Experience in early childhood (Birth- third grade) setting

Ideal: Project Construct facilitator and/or had presented early childhood workshops

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: 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. 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. 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. 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.

Technology: Demonstrate strong computer skills including word processing and working with spreadsheets and databases; understand and submit online reports; Learn new systems and software. 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. Close vision ability to look at a computer screen for long periods of time is required. Consistent and regular attendance is an essential function of this position.

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.

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