Columbia Public Schools

Excellence in Education for *All* Students

Job Description

POSITION PROPERTIES

Position Title: Coordinator of World Languages - Teacher
Schedule / Grade: Curriculum Coordinator
Job Code: 01COORD214
FLSA: Exempt
Calendar: 225 Days + Extra Days
Benefits: Eligible (Retirees not Eligible)
Contract Type: ADMIN
Bargaining Unit: None
Revised Date: 10/22/2026

PURPOSE

The coordinator will assume responsibility for the systemwide coordination and articulation of the World Languages Program and act as the Seal of BiLiteracy Coordinator. The coordinator will collaborate with administrators and teachers to support quality curriculum implementation through professional development, consultation, and resource acquisition. This position is also responsible for developing and teaching up to two sections of a World Language course each semester.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Provides leadership in developing a continuous program of curriculum development and improvement.
- Assists in developing and implementing a continuous philosophy in the subject areas assigned.
- Monitor enrollment of sections to request, recruit, interview, assign, and manage FTE for world language courses cross-district.
- Work with teachers and administrators in the development of instructional goals.
- Aids principals as a consultant and collaborator in the support and improvement of instruction.
- Assists teachers in organizing instruction and in utilizing effective teaching procedures.
- Organizes and facilitates professional development activities to improve instruction.
- Writes grant proposals and participates in their implementation.
- Coordinates the purchase and distribution of equipment and materials.
- Prepares the departmental budget requests and monitors expenditures.

- Works with teacher committees by grade level and subject to plan and develop specific programs, select appropriate instructional materials, and develop and maintain curriculum guides.
- Develops and maintains a resource center for teachers.
- Leads world languages program evaluation.
- Prepares for assigned classes and shows written evidence of preparation upon request of immediate supervisor.
- Guides the learning process toward the achievement of curriculum goals and, in harmony with the goals, establishes and communicates clear objectives to students for all lessons and units.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Evaluates the learning problems of students on a regular basis, seeking assistance of District specialists as needed and/or required.
- Strives to maintain and improve professional competence.
- Informs all stakeholders about the Seal of BiLiteracy and recruits eligible students into the Seal of BiLiteracy process.
- Organizes and monitors student SoBL projects.
- Organizes and proctors proficiency testing at all district high schools.
- Interprets the curricular program to all community segments and Partners in Education.

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: Executive Director of Curriculum & Instruction

Supervises: World Language Secretary

QUALIFICATIONS

Minimum: Master's degree in education; Missouri teaching certificate in World Language; Evidence of successful experience as a classroom teacher and as a teacher leader.

Preferred: Specialist or doctorate degree

Ideal: Ideal candidates will have experience teaching a World Language in multiple grade levels and a solid understanding of the World Language content, pedagogical practices, and curriculum development to ensure high engagement and academic achievement for all students.

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, analyze, and interpret professional journals, Board policy, administrative procedures, and forms; Complete forms, write reports and engage in written correspondence with parents; present information effectively and respond to questions; Speak to students and parents in groups of various sizes, as well as engage in one-on-one communication; Demonstrate excellent listening and non-verbal communication skills. These are essential functions of the job.

Computation: Work with mathematical concepts, such as probability and statistical inference; 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; Apply knowledge of current educational theory and instructional techniques while presenting the subject matter to students; 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.

Other Skills and Abilities: Identify needs and abilities of individual students and adapt methods accordingly; Establish and maintain effective relationships with students, peers, and parents; Perform multiple tasks simultaneously; Maintain confidentiality of student information. These are essential functions of the job.

Technology: Perform basic computer functions such as word processing and internet use; Use district software to find student information; Utilize smart boards, projectors, and other instructional technology provided by the district. These are essential functions of the job.

Physical Demands: An individual who holds this position must be able to speak and hear in an environment where numerous conversations and activities may occur simultaneously, move around the classroom to interact with and manage students/groups of students, and read handwritten or printed material. These are essential functions of the job.

Attendance: Consistent and regular attendance is an essential function of this position. Conditions and Environment: The individual in this position will regularly work in a noisy and active school environment. Occasionally, the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation. These are essential functions of the job.

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