Columbia Public Schools

Excellence in Education for *All* Students

Job Description

POSITION PROPERTIES

Position Title: Secondary Math Coordinator
Schedule / Grade: Coordinator
Job Code: 01COORD211
FLSA: Exempt
Calendar: 225 Days
Benefits: Eligible (Retirees not Eligible)
Contract Type: ADMIN
Bargaining Unit: None
Revised Date: 10/23/2026

PURPOSE

Columbia Public Schools is dedicated to providing 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 secondary mathematics. 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 math coordination.

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

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Analyze, evaluate and guide implementation of standards, resources, curriculum, assessments, courses, and professional learning to ensure secondary students are able to reach high levels of academic excellence.
- Provide leadership in improving student learning by partnering with district and building administrators, math department chairs, and instructional mentors.
- Ensure teachers are provided tools and support to enable students to develop a deep comprehension of mathematics concepts and problem solving.
- Analyze and evaluate effectiveness of instructional programming and practices, and use information to improve learning and teaching

- Lead and facilitate teacher committees in planning and developing specific programs, selecting appropriate instructional materials, and writing and maintaining curriculum guides
- In collaboration with colleagues, District administration and principals, lead efforts to evaluate and support secondary math programs to meet the varying needs of 21st century learners
- Analyze data to modify curricula/pedagogy to ensure increased student mastery
- Support and engage in district-level initiatives under the direction of the Executive Director of Curriculum and Instruction
- Assist teachers and administrators in the development of instructional goals and provide feedback and support to achieve these goals
- Plan, manage, and monitor department budgets with focus on long range planning.
- Provide leadership with developing, implementing, and assessing professional learning to support the sharing of best practices and improved instruction
- Collaborate with other coordinators to ensure horizontal and vertical consistency and alignment.
- Maintain communication and attend professional meetings with organizations that inform educators about research and updates in mathematics 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 and Instruction

Supervises: Secretary to the Math Coordinator. Provides math curriculum and instruction leadership for secondary educators.

QUALIFICATIONS

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

Preferred: Specialist or doctorate degree.

Ideal: Ideal candidates will have experience teaching a variety of mathematics courses and a solid understanding of math content, pedagogical practices, and curriculum development to ensure high level 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 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