Columbia Public Schools

Excellence in Education for *All* Students

Job Description

POSITION PROPERTIES

Position Title: Elementary Science Coordinator
Schedule / Grade: COOR
Job Code: 01COORD273
FLSA: Exempt
Calendar: 225 Day
Benefits: Eligible (Retirees not Eligible)
Contract Type: ADMIN
Bargaining Unit: None
Revised Date: 11/03/2026

PURPOSE

Columbia Public Schools is dedicated to providing an excellent education for all students. This position is responsible for leading and implementing effective curriculum and instructional strategies for educators throughout the District. 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 be responsible for elementary science coordination.

This is an exciting opportunity to provide collaborative and strategic leadership in support of the science curriculum and instruction for 20+ elementary schools with over 500 elementary teachers. The elementary coordinator will assist with implementing a district-wide vision and comprehensive strategy to ensure relevant and rigorous elementary science curriculum and instruction.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Develop, implement, and evaluate elementary science curriculum, standards, assessments, instructional programs, practices, and materials to support student achievement and align instruction across grade levels.
- Lead curriculum development and implementation for Boone County Nature School (BCNS).
- Collaborate with teacher committees, coordinators, district and building leaders, administrators, instructional mentors, and coaches to strengthen teaching and learning.
- Plan and implement K–5 curriculum camp with elementary coordinators.

- Plan, deliver, and evaluate professional development in STEAM and place-based learning, including BCNS opportunities, and use feedback and results to improve future learning.
- Support teachers with curriculum, instruction, resources, and student learning needs, helping them deepen students' understanding of science concepts and skills.
- Plan and coordinate curricular experiences, including 2nd grade Band with Nature field trips, 3rd grade CCUA field trips, 4th grade River Relief field trips, 5th grade nature school visits, and other related activities.
- Analyze instructional programming and outcomes to identify improvements in teaching and student learning.
- Project, manage, and monitor the science budget, with attention to long-range planning.
- Assist the secondary science coordinator to schedule and coordinate the Grand Teton summer learning experiences.
- Engage with community partners and professional organizations to share information and stay current on science education research and developments.

Support district-level initiatives under the direction of the Executive Director of Curriculum and Instruction
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: Science Secretary and Science/Health Secretary

QUALIFICATIONS

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

Preferred: Specialist or doctorate degree.

Ideal: Ideal candidate will have experience teaching science in multiple grade levels, and a solid understanding of science 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, 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