Columbia Public Schools

Excellence in Education for *All* Students

Job Description

POSITION PROPERTIES

Position Title: CTE Curriculum Coordinator
Schedule / Grade: Curriculum Coordinator
Job Code: 71COORD704
FLSA: Exempt
Calendar: 225 Day
Benefits: Eligible (Retirees not Eligible)
Contract Type: ADMIN
Bargaining Unit: None
Revised Date: 10/17/2026

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 career and technical education (CTE). 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 CTE curriculum coordination.

ESSENTIAL RESPONSIBILITIES AND DUTIES

Implement and evaluate curriculum and instructional standards and assessments to ensure CTE students are able to reach high levels of academic excellence.

- Provide leadership in improving student learning by partnering with district and building administrators.
- Lead teachers in reviewing and revising curriculum, selecting appropriate instructional materials, and maintaining updated curriculum maps.
- Coordinate the purchase and distribution of equipment and materials.
- Support and engage in district-level curricular initiatives.
- Provide leadership and day-to-day guidance to CTE teachers and staff.
- Lead building-wide committees to champion positive school culture and foster a collaborative and supportive building community.
- Cultivate meaningful relationships and transparent communication to empower, guide, and support instructional staff as a curriculum coordinator.

- Design and facilitate professional development that aligns with district and building goals.
- Support all teachers through curriculum onboarding, instructional coaching, and professional development with targeted bridge programming for industry-to-classroom educators to become proficient in pedagogy and institutional operations.
- In collaboration with colleagues, district and CACC administration, lead efforts to evaluate CTE curricular programs to meet the varying needs of students.
- Analyze data and effective practices to assist instructors with curriculum that ensures increased student mastery.
- Assist teachers in identifying and utilizing effective teaching practices.
- Assist CACC administration with developing, implementing, and assessing professional development to support the sharing of best practices and improved 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: Director of CACC

Supervises: Provides curriculum and instruction leadership for all CTE educators

QUALIFICATIONS

Minimum: Master's degree in Curriculum & Instruction, Career Education or other relevant degree. Missouri teaching certificate in Secondary and/or Career Education; Evidence of successful experience as a classroom teacher and experience as a teacher leader.

Preferred: Specialist or doctorate degree

Ideal candidate will have experience teaching career and technical education or other secondary education and have a solid understanding of curriculum development and pedagogical practices to ensure high level engagement and academic mastery.

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: Present information including formal presentations. Respond to questions, concerns, and complaints appropriately. Read, analyze, and interpret complex documents. Write business correspondence, including staff memoranda and articles. Keep information confidential as required by law, policy, or the nature of a particular situation.

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. Interpret instructions furnished in written, oral, diagram or schedule form. 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: Use of technology in daily work; present information to colleagues, staff and students using a variety of media. Access and create reports using the District's student information software and databases. Readily utilize smart boards, projectors and other instructional technology provided by the district. Adhere to all District policies and procedures regarding technology use. 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. Consistent and regular attendance is an essential function of this position including attend Board meetings, student activities and events. Weekends or in evening hours are common. Travel between district facilities. Moderate amount of travel, both in and out of state.

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. The individual who holds this position is frequently required to work irregular or extended hours.

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