Columbia Public Schools

Excellence in Education for *All* Students

Job Description

POSITION PROPERTIES

Position Title: Director of Elementary School Counseling
Schedule / Grade: Salaried Support/ 8
Job Code: 01DIRCT207
FLSA: Exempt
Calendar: ADSUP-S
Benefits: Eligible (Retirees not Eligible)
Contract Type: Admin
Bargaining Unit: None
Revised Date: 10/09/2026

PURPOSE

The Director of Elementary School Counseling provides district-level leadership, supervision, and strategic direction for comprehensive school counseling services across 22 elementary schools and directly supervises approximately 30 school counseling employees. The Director ensures equitable, consistent, and effective school counseling programs that support students' academic, career, social-emotional, and developmental needs.

The Director exercises significant professional judgment and decision-making in program development, staffing and resource allocation, personnel support, crisis response, legal and ethical practice, professional learning, data analysis, community partnerships, and departmental operations. The position advises building and district administrators, represents elementary school counseling in district and state initiatives, and ensures alignment with district priorities, applicable laws and regulations, and professional standards.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- **Provide strategic leadership for districtwide elementary school counseling services.** Establish program priorities, goals, procedures, expectations, and systems to ensure consistent and effective implementation of comprehensive school counseling programs across all elementary schools.
- **Supervise and support elementary school counseling personnel.** Provide ongoing consultation, coaching, professional growth support, and opportunities for collaboration and professional learning. Partner with administrators to address counselor performance concerns, professional improvement needs, conflict resolution, and other personnel matters.

- **Direct counselor staffing and resource allocation.** Analyze enrollment, student needs, program data, and district priorities to determine counselor FTE allocations, assignments, and schedules; coordinate staffing changes and long-term leave coverage; and participate in recruitment, screening, interviewing, hiring, and placement processes.
- **Lead program, curriculum, and continuous improvement efforts.** Develop, implement, evaluate, and revise the district elementary school counseling program, including curriculum, scope and sequence, calendars, model lessons, procedures, resources, and implementation expectations.
- **Use data to guide districtwide decisions and evaluate program effectiveness.** Coordinate the collection and analysis of process, perception, and outcome data; conduct needs assessments and stakeholder surveys; establish measurable program goals; identify trends and priorities; and communicate findings and recommendations to district leaders and stakeholders.
- **Serve as a district-level consultant to administrators and counselors.** Provide guidance and recommendations regarding school counseling programming, student support services, personnel concerns, confidentiality, FERPA, mandated reporting, ethical and legal responsibilities, parent concerns, and complex procedural matters.
- **Provide leadership for crisis response and complex student situations.** Support administrators and counselors with high-risk and sensitive situations involving suicide and threat assessment, abuse and neglect, custody and guardianship, foster care, law enforcement and Children's Division involvement, grief response, confidentiality, subpoenas, student safety, and other significant concerns.
- **Plan and lead professional learning.** Assess professional development needs and design, coordinate, and facilitate ongoing learning for school counselors, administrators, educators, and other stakeholders, including district counseling meetings, collaboration opportunities, summer professional development, and specialized training.
- **Develop and maintain district, community, and agency partnerships.** Serve as a liaison with Children's Division, mental and behavioral health providers, juvenile services, law enforcement, community organizations, institutions of higher education, and other agencies; coordinate services, address procedural concerns, and strengthen interagency collaboration.
- **Represent elementary school counseling in district, regional, and state leadership initiatives.** Participate in district committees, principal meetings, advisory groups, DESE councils and task forces, professional organizations, and other initiatives; contribute expertise to the development of policies, procedures, standards, and school counseling practices.
- **Manage departmental operations, fiscal resources, and stakeholder communication.** Develop and manage the department budget; oversee purchasing, supplies, travel, professional leave, and related expenditures; coordinate the School Counseling Advisory Committee; oversee practicum and internship processes; and maintain communication systems, resources, websites, and program materials necessary for effective department operations.

- **Perform other related leadership and administrative duties as assigned** to support the effective operation and continuous improvement of elementary school counseling services and 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 Elementary Education

Supervises: Elementary School Counselors

QUALIFICATIONS

Minimum:

- Master's degree in School Counseling from an accredited institution
- Valid Missouri certification in School Counseling
- Minimum of five years of successful school counseling experience
- Demonstrated leadership experience supporting school counselors, educators, or administrators
- Knowledge of comprehensive school counseling programs, crisis response, confidentiality, mandated reporting, and legal and ethical standards
- Strong communication, collaboration, organizational, problem-solving, and data-analysis skills

Preferred:

- Seven or more years of school counseling experience, including elementary experience
- Experience in a district-level, supervisory, coordinator, lead counselor, or similar leadership role
- Experience developing and evaluating school counseling programs, curriculum, and professional learning
- Experience supervising, coaching, mentoring, or evaluating professional staff
- Experience using data to guide program decisions and providing consultation regarding complex student, legal, ethical, or crisis-related concerns

Ideal:

- Ten or more years of progressively responsible school counseling experience
- Three or more years of district-level, administrative, or supervisory leadership experience

- Advanced graduate degree beyond the master's level in School Counseling, Counselor Education, Educational Leadership, Administration, or a related field
- Demonstrated experience leading school counseling services across multiple schools, including staffing, program evaluation, professional development, budget/resource management, and continuous improvement
- Experience representing a district through state or regional committees, professional organizations, community partnerships, or policy initiatives

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 and governmental regulations and guidance; Read, analyze, and implement law and policy; Complete forms, write reports and engage in written correspondence; Present information effectively and respond to questions.

Computation: Work with mathematical concepts and analyze data; Apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning: Solve a variety of problems in many different situations; Interpret instructions presented in written, oral, diagram or schedule form; Apply knowledge of current laws and policies to workforce situations; Demonstrate executive functions such as planning, organizing, remembering, and regulating information and behavior.

Other Skills and Abilities: Establish and maintain effective relationships with teachers, staff, and administrators; perform multiple tasks simultaneously.

Technology: Perform basic computer functions such as word processing and internet use; Adhere to all District policies and procedures regarding technology usage.

Physical Demands: Speak and hear in an environment where numerous conversations and activities may be taking place simultaneously; Read handwritten or printed material; Utilize finger and hand controls as they pertain to keyboards and other technology.

Attendance: Consistent and regular attendance is an essential function of this position.

Conditions and Environment: Regularly work in an office environment; Travel to District schools and buildings as needed to discuss legal issues with CPS employees.

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