



**EXCELSIOR SPRINGS**  
S C H O O L D I S T R I C T  
— *Together, Achieving Excellence* —

**Job Description**

---

**POSITION TITLE:** Counselor  
**F.L.S.A.** Exempt  
**REPORTS TO:** Principal and/or other Supervisor

**DESCRIPTION:**

The Elementary School Counselor helps students attain an optimum level of personal and social adjustment. In order to coordinate comprehensive counseling program, the Elementary Counselor must work closely with the staff and administration. The school counselor provides support to the instructional process with specific responsibility for managing the placement of assigned students; providing information and recommendations to parents and students; and assisting in the development of goals and plans for achievement.

**ESSENTIAL FUNCTIONS:**

- Help students attain an optimum level of personal and social adjustment.
- Consult with parents, teachers, administrators, and supporting agencies concerning the needs and abilities of students.
- Ensure that all activities conform to district guidelines.
- Communicate effectively with all members of the school district and community.
- Work effectively with community organizations.
- React to change productively and handle other tasks as assigned

**OTHER JOB FUNCTIONS:**

- Abides by Missouri statutes, school board policies and regulations.
- Attends meetings and performs duties as assigned by administrators or supervisors.
- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Maintains accurate, complete, and correct records as required by law, district policy and administrative regulation.