



About the Organization

Hawthorn Leadership School for Girls is the first all-girls' public charter school in the state of Missouri serving students in grades 6-12. Hawthorn provides young women with the academic background, self-esteem, and leadership skills, with a focus in STEM, that will enable them to succeed in college and beyond.

About the Role

The School Counselor will assist students in areas of academic achievement, personal or social development, and career exploration so that each student can identify personal goals, strengths, weaknesses, and interests and grow to become a well-adjusted and productive adult.

This role reports directly to the Head of School.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Assesses the needs, strengths, and weaknesses of students through a variety of means including one-on-one assessments, conversations, or interviews; standardized or aptitude testing; small group activities; and observations throughout the school day.
- Collaborates with students to identify career aspirations and academic goals; provides information and answers questions related to college applications and career choices.
- Oversee and track graduation requirements of high school students to ensure they are on track for graduation, including EOC testing.
- Responsible for all aspects of student scheduling for both middle and high school students.
- Assists students with academic planning, accountability, and/or organization.
- Teaches a variety of skills including social skills, study skills, and test-taking skills.
- Counsels students with personal, social, disciplinary, and behavioral issues.
- Collaborates with teachers to identify ways to improve the achievement and social development of students.
- Promptly notifies appropriate authorities of any reports or suspicions of crimes, abuse, or neglect.
- Collaborates with other educators, parents, and students to develop, review, renew, and/or modify Individualized Education Plans or 504 plans for students who qualify.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Thorough understanding of developmental expectations for students of different ages.
- Thorough understanding of assessments and aptitude tests and ability to properly interpret the results.
- Superior interpersonal skills with persons of all ages and across diverse backgrounds.
- Thorough understanding of warning signs of abuse, neglect, or other crimes.

- Ability to work well with a variety of other personalities.

Education and Experience:

- Master's Degree in School Counseling is required.
- Experience in both high school and middle school counseling.

To Apply

Please submit cover letter and resume explaining your interest in the position to careers@hawthornschool.org