



The Lincoln Center for Family and Youth  
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(610) 277-3715 | jobs@TheLincolnCenter.com

## JOB DESCRIPTION

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**Title:** College and Career Coach

**FLSA:** Non-Exempt (Hourly)

**Reports To:** TLC Chief Operating Officer

**Summary:** This position will provide college and career coaching, counseling, mentoring, and tutoring to students at a designated middle school in the Norristown Area School District (NASD) in order to meet the requirements of the Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) program. The GEAR UP program is funded by a U.S. Department of Education grant and provides services and resources to a cohort of students with the goal of increasing high school graduation and college awareness, acceptance, and readiness.

The part-time position will provide tutoring services (individual and/or group) for the 2019-2020 school year (Sep-May). The position will work with 7<sup>th</sup> and 8<sup>th</sup> graders during the 2019-2020 school year. The position can be renewed for each year of the grant's duration.

**Essential Functions  
& Responsibilities:**

- Coordinate all coaching, counseling, mentoring and tutoring activities at participating schools
- Collaborate with teachers to plan, prepare and deliver mentoring and tutoring services
- Provide guidance and academic instruction according to each student's needs, abilities and achievements
- Provide a variety of counseling and learning materials and resources
- Observe and evaluate student's performance and development
- Encourage and monitor the progress of individual students and use information to adjust teaching strategies
- Communicate necessary information regularly to students and school staff regarding student progress and student needs
- Work cooperatively with counselors, other staff and all other members of the Public School District; attend meetings as scheduled and necessary
- Ensure high standards of professional practice and quality of teaching and learning of subjects while maintaining high flexibility
- Promote the wellbeing and general progress of individual students and groups entrusted to the tutor
- Assess, record and report on the development, progress, goal attainment and behavior of one's students

- Skills:**
- Ability to be flexible and meet deadlines
  - Multi-tasking capability
  - Strong client relationship-building skills
  - Ability to communicate clearly
  - Strong organizational skills
  - Detail oriented

**Education and Experience:** Bachelor's degree preferred.

**Hours of Work:** This is a part-time, 29 hours per week, 10-month position for duration of grant period

**Travel:** Travel is not expected but flexibility is required

**Other Duties:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.