



The Lincoln Center for Family and Youth  
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## JOB DESCRIPTION: CERTIFIED GUIDANCE COUNSELOR

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**Title:** Certified Guidance Counselor

**FLSA:** Exempt

**Reports To:** School District: GEAR UP Project Director  
TLC: Director, School-based Staffing

**Organization Summary:** The Lincoln Center for Family and Youth (“TLC”) is a social enterprise company serving the Greater Philadelphia Area for over 50 years. Founded in 1970 and incorporated in 1983, TLC is an entrepreneurial nonprofit providing innovative education, coaching, and counseling services to public school students and their families. For more information, please visit <https://TheLincolnCenter.com>

**Position Summary:** This position will develop and oversee a guidance program for a cohort of 7th grade students in a Montgomery County School District with a high degree of flexibility in serving the varied and diverse needs of the individual students. This is a 7-year project that follows the 7th grade cohort through their first year of college 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.

**Duties and Responsibilities:** This position may be assigned any of the following activities, duties, or responsibilities as assigned by the District’s Project Director or TLC’s Director of School-based Staffing. This list is not a comprehensive listing and may change at any time with or without notice.

### Direct Student Services

- Assisting with students’ academic, emotional, and social issues and/or challenges
- Helping students to identify goals and to develop action plans designed to support identified goals
- Implementing counseling strategies
- Assist students with job/career exploration and application as needed
- Arrange and schedule orientation programs and internships
- Assist with referrals to mental health resources as needed
- May be required to provide tutoring support on an as-needed basis to support program benchmarks

### Coordination and Collaboration

- Improve student/student, student/teacher, and parent/teacher relationships
- Cooperate with parents, teachers, administrative staff and external partners
- Assist students and parents with college search and application process; including assistance with financial aid and scholarship applications and research

### Data Collection and Tracking

- Collaborate with GEAR UP evaluator to track all student-level activities

- Maintain accurate documentation of service objectives and outcomes as well as other services in accordance with GEAR UP guidelines

#### Meetings and Conferences

- Attend required meetings, training/education, including GEAR UP conferences as requested

#### **Skills and Knowledge:**

- Strong sense of compassion and commitment to helping people
- Possess high degree of sensitivity, warmth and empathy while maintaining consistency with program expectations to encourage academic, social and personal growth
- Strong relationship- and team-building skills
- Ability to work in a team-driven environment with social services personnel, educators, and parents
- Ability to communicate clearly
- Strong organizational skills
- Ability to be flexible and meet deadlines
- Multi-tasking capability
- Detail-oriented

**Education and Experience:** Master's degree with PA School Counselor Certification required. Experience working with middle and secondary students a plus.

**Other Duties:** 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.

**Work Environment:** Home, school, community, and office settings

**Work Hours:** This is a full-time, 40 hours per week, 12-month position

**Travel:** Travel to designated school district sites. Some out-of-region travel to conferences.

**EEO Statement:** TLC is committed to a policy of Equal Employment Opportunity and does not discriminate on any legally recognized basis, including, but not limited to, race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, or any other basis recognized by federal, state or local law.