

Lebanon County Career & Technology Center

School Counselor – Job Posting

The **Lebanon County Career & Technology Center (LCCTC)** is seeking a highly motivated, student-centered professional to join our team as a **School Counselor**. This position provides comprehensive counseling services to LCCTC students while playing an important role in student recruitment, enrollment, career planning, postsecondary opportunities, and collaboration with our sending school districts.

Position: School Counselor

Reports To: Principal

Certification Required: Secondary School Guidance

Anticipated Start Date: End of October 2026

Application Deadline: September 30, 2026

Primary Responsibilities

The School Counselor will work closely with students, families, LCCTC staff, sending school districts, postsecondary institutions, and community partners. Responsibilities include:

- Provide counseling to students regarding personal concerns, program changes, career planning, and post-secondary opportunities.
- Develop and maintain strong working relationships with counselors and other personnel from LCCTC's sending school districts.
- Assist sending schools with student selection and coordinate recruitment activities.
- Coordinate prospective student visits, New Student Orientation, Open House, and other CTC/community outreach activities.
- Provide students with information and assistance related to dual enrollment, college articulation, scholarships, financial aid, career opportunities, post-secondary education, and military options.
- Maintain appropriate student records while ensuring confidentiality and compliance with applicable laws and PDE requirements.
- Maintain and monitor student enrollment, grade, and attendance information.
- Analyze recruitment and enrollment data to support student enrollment and retention efforts.
- Participate in the Student Assistance Program (SAP) Team and make appropriate referrals to community agencies or law enforcement when necessary.
- Assist with graduate follow-up studies, student recognition programs, and the annual Certificate and Awards program.
- Promote LCCTC and career and technical education within our sending schools, community organizations, and business community.
- Perform other duties as assigned by the administration.

These responsibilities are based directly on the current LCCTC School Counselor position description.

Qualifications

Candidates must possess the appropriate **Pennsylvania Secondary School Guidance certification**.

The successful candidate should demonstrate excellent communication and organizational skills, sound professional judgment, the ability to build positive relationships with students and educational partners, and a strong commitment to confidentiality, cooperation, and professional work quality.

Application Requirements

Interested candidates should submit the following:

- Letter of interest
- Current résumé
- Completed PA Standard Teaching Application
- Copy of appropriate Pennsylvania certification
- College/University transcripts
- Current Act 34 Pennsylvania State Police Criminal History Clearance
- Current Act 151 Pennsylvania Child Abuse History Clearance
- Current Act 114 FBI Federal Criminal History Clearance
- Professional references

How to Apply

Please submit all application materials by **September 30, 2026**, to:

Dawn VanWinkle

Administration Assistant

Lebanon County Career & Technology Center

Email: DVanwinkle@lcctc.edu

LCCTC is looking for a dedicated professional who believes in the value of career and technical education and is committed to helping students identify their strengths, explore career opportunities, and successfully prepare for their next step after high school.

Every Learner, Every Day, Career-Ready in Every Way!