



The Lincoln Center for Family and Youth
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JOB DESCRIPTION

Title: Educator

FLSA: Exempt

Reports To: Educational Director

Summary: Educators shall demonstrate a high degree of flexibility in serving the many varied and diverse needs of the individual students assigned to the class. In addition to the professional qualifications required, the personal attributes of the educator. Educators shall be able to work in a team-driven environment with other educators and social services personnel to plan and implement an appropriate education program. He/she shall possess a high degree of sensitivity, warmth and empathy while being capable of maintaining a classroom atmosphere conducive to academic, social and personal growth. Past experience in teaching in an alternative setting is considered to be of importance. The educator shall make every effort to keep the student abreast of current grade level academic requirements in order that he/she may incur minimal difficulty in returning to a regular public school classroom.

- Responsibilities:
- Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning; utilize problem based/project based learning techniques.
 - Develops schemes of work, lesson plans and assessments that are in accordance with established procedures.
 - Instruct and monitor students in the use of learning materials and equipment.
 - Use relevant technology to support and differentiate instruction.
 - Manage student behavior in the classroom by establishing and enforcing rules and procedures.
 - Maintain discipline in accordance with the rules and disciplinary systems of the school.
 - Provide appropriate feedback on work.
 - Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
 - Maintain accurate and complete records of students' progress and development.
 - Update all necessary records accurately and completely as required by laws, district policies and school regulations.
 - Prepare required reports on students and activities.
 - Participate in department, school, district and parent meetings.
 - Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.

- Establish and communicate clear objectives for all learning activities.
- Prepare classroom for class activities.
- Provide a variety of learning materials and resources for use in educational activities.
- Observe and evaluate student's performance and development.
- Assign and grade class work, homework, tests and assignments.
- Provides instruction according to each student's needs, abilities and achievements, placing emphasis upon the basic skill areas.
- Provides instruction in each subject area as outlined in the School District Planned Courses of Study.
- Nurtures a culture where teachers view themselves essentially as facilitators of learning and reflective practitioners.
- Develops a multi-sensory learning environment, within the classroom, and incorporates environment with the learning process.
- Provides student opportunities to develop social and academic skills necessary for success in the regular school program.
- Records daily lesson plans; reviews and evaluates one's own teaching and learning strategies.
- Initiates and maintains close contact with parents/guardians of each student assigned to the class.
- Chaperone and engage in student class trips.
- Maintains current records of student attendance, behavior, educational progress, etc.
- Works cooperatively with counselors, other staff and all other members of the Public School District; attends meetings as scheduled and necessary.
- Ensure high standards of professional practice and quality of teaching and learning of subjects while maintaining high flexibility.
- Promoting the wellbeing and general progress of individual students, groups, and classes entrusted to the educator.
- Assessing, recording and reporting on the development, progress, goal attainment and behavior of one's students.
- Other duties as assigned.

Required Skills:

Experience

- Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
- Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
- Participate in appropriate professional activities.
- Participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations as directed.
- Other duties as assigned.
- Physical Requirements- Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 20 pounds