



The Lincoln Center for Family and Youth
820 Adams Ave., Ste. 210 | Audubon, PA 19403
(610) 277-3715 | jobs@TheLincolnCenter.com

JOB DESCRIPTION

Title: Chief Schools Officer/ Head of Schools

FLSA: Exempt

Reports To: President & CEO

Summary: The Lincoln Center for Family and Youth is a community-based organization (CBO) serving Pennsylvania's Greater Philadelphia Area. Founded in 1970 and incorporated in 1983, TLC is one of the region's largest nonprofit organizations providing education and social-emotional support to individuals, families, and communities. The agency is comprised of five divisions: Educational Services (home of TLC's Transformational Education® model), School-based Counseling, Coaching and Counseling Center, Victim Services, and College and Career Readiness. These programs unite under TLC's mission of "transforming lives and communities through education, coaching and counseling" and a vision of "an empowered community of individuals and families with the will and skill to reach their full potential."

The Chief Schools Officer is the leader of the Educational Services division. The Chief Schools Officer will report to the President & CEO, will serve as a member of the senior management team, and will directly supervise a team of teachers, counselors, and school support staff.

Essential Functions & Responsibilities: Educational Vision and Leadership

- As a member of the Senior Management Team, and in concert with the President & CEO, set the vision and strategy for the Educational Services division
- Develop and implement a strategy for increasing the number of students served in the TLC Leadership Academy at Audubon, a licensed private academic school
- Develop and implement a strategy for expanding the number of TLC Leadership schools throughout Pennsylvania
- Create a platform for strong instructional leadership in a therapeutic environment
- Improve the quality of TLC's schools, ensuring that each school is best in class both academically and therapeutically
- Utilize data to inform practice, assess school and student performance, and ensure continuous improvement

Management, Supervision and Support

- Oversee the day-to-day operations of TLC Leadership Academy at Audubon
- Lead and manage a team of education and counseling professionals
- Set priorities and goals for the team, and monitor progress
- Support the ongoing learning and development of team members
- Build a culture of collaboration and team work

Community Engagement

- Serve as the chief liaison to key constituencies both internally and externally
- Establish and enhance relationships with school districts throughout the Greater Philadelphia Area
- Cultivate relationships with various educational organizations throughout PA and utilize those relationships to strategically enhance TLC's mission
- Serve as a liaison to key government agencies, including the PA Department of Education

- Skills:**
- Expert knowledge of Pennsylvania Department of Education (PDE) standards and codes
 - Experience leading schools through licensing and accreditation processes
 - Attention to detail and experience collecting, analyzing, and using data to inform and improve program performance and outcomes

- Education and Experience:**
- Master's Degree required, preferably in educational leadership; Doctorate degree preferred but not required
 - Pennsylvania principal or teaching certificate (grades 7-12)
 - At least 5 years of leadership experience in an educational organization; track record of successfully meeting or exceeding organizational targets, achieving ambitious goals, and data that demonstrates significant organizational or department impact

Work Environment: The job operates in a professional work environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to communicate effectively. The employee frequently is required to sit, stand, walk, operate a computer, hand-held learning devices and other office equipment, use hands to finger, handle or feel, reach with hands and arms and must occasionally lift and/or move up to 20 pounds.

Hours of Work: This is a full-time position.

Travel: Travel is primarily local with occasional out-of-town and/or overnight travel.

EEO Statement: Our Company is committed to a policy of Equal Employment Opportunity and will 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.

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.

Signatures: Employee signature below constitutes employee's understanding of the responsibilities and requirements of the position.

Employee: _____ Date: _____

Manager: _____ Date: _____

Human Resources: _____ Date: _____