



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

JOB DESCRIPTION: School Admin Assistant

Title: School Admin Assistant (Part-Time)

FLSA: Non-exempt

Reports To: TLC Chief Schools Officer

Organization Summary: The Lincoln Center for Family and Youth (“TLC”) is a non-profit education and human services organization serving students and families in the Greater Philadelphia Area for 50 years. Founded in 1970 and incorporated in 1983, TLC is one of the region’s largest community-based organizations providing alternative education, coaching, and counseling services to public school students and their families. For more information, please visit <https://TheLincolnCenter.com>

Position Summary: The School Administrative Assistant, under the direction of the Chief Schools Officer, provides direct support related to school programs, data management, and vendor coordination, and partner district communication.

Duties & Responsibilities: Student Enrollment:

- Maintain the student enrollment database
- Schedule family intake meetings
- Enter student demographic information into student information system

Attendance:

- Assist with the management of daily student attendance
- Provide attendance reports to Administration and partner districts as needed

Academics:

- Assist with the back end preparation and distribution of student progress reports and quarterly report cards

Other Duties:

- Greet visitors
- Field phone calls to appropriate personnel
- Check and respond to emails
- Assist with the student meals process as needed
- Schedule Meetings as requested
- Work with the Chief Schools Officer to prepare family and district communication
- Place, track, and inventory supply orders
- Other duties as assigned

Skills & Knowledge: Leadership and soft skills:

- Excellent communication and relationship building skills

- Ability to work effectively on a multi-treatment team

Technical skills:

- Proficient in subject matter taught
- Knowledge and experience with Microsoft programs

- Education and Experience:**
- High School Diploma required, college preferred
 - Proficiency with Microsoft Office (Word, Excel, PowerPoint) 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.

Work Environment: Small alternative, open-space school setting (grades 7-12)

Work Hours: Up to 25 hours per week

Travel: Travel is occasional, such as chaperoning student class day trips

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.