



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

JOB DESCRIPTION

Title: Instructional and Behavioral Support Professional (Part Time)

FLSA: Non-Exempt

Reports To: Chief Schools Officer

Summary: The Instructional and Behavioral Support Professional, under the direction of the Chief Schools Officer, provides support related to school operations.

Essential Functions & Responsibilities:

- Assist with student morning arrival and dismissal safety routines
- Assist with student breakfast and lunch routines
- Support teachers in class by offering additional support to individual students, or serving as an instructional aide under the direction of the subject matter instructor
- Help with maintenance of daily student attendance in Student Information Data System
- Communicate (phone, email, in person, video conference, home visits, etc.) with parents as needed
- Participate in family meetings as needed
- Communicate with community support personnel as needed (probation officers, mentors, etc.).
- Act as a mentor for students to encourage good academic and behavioral decision making during the school day
- Provide staffing support at TLC special events, field trips or activities
- Valid Driver's License Preferred to operate school vans

Work Environment: This job operates in a school environment.

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: 29 hours per week

Travel: Light local travel may be required

Education and

Experience: High School Diploma required, college preferred. Proficiency with Microsoft Office

(Word, Excel, PowerPoint) required.

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.