



The Lincoln Center for Family and Youth
1100 Adams Ave | Audubon, PA 19403
(610) 277-3715 | jobs@TheLincolnCenter.com

JOB DESCRIPTION: SCHOOL ADMINISTRATIVE ASSISTANT

Title: School Administrative Assistant (Full-Time or Part-Time)

FLSA: Exempt (Full-Time status) or Non-exempt (Part-Time status)

Reports To: TLC Chief Schools Officer

Organization Summary: The Lincoln Center for Family and Youth (“TLC”) is a regional social impact company serving the Philadelphia area for over 50 years. Founded in 1970 and incorporated in 1983, TLC is one of the region’s largest and longest serving nonprofit organizations providing alternative education, coaching, and counseling services to individuals and 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 degree 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: This job can be either full-time (40 hours per week for 43 weeks) or part-time (up to 29 hours per week for 43 weeks)

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.