



The Lincoln Center for Family and Youth
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(610) 277-3715 | jobs@TheLincolnCenter.com

JOB DESCRIPTION: SPECIAL EDUCATION COORDINATOR

Title: Special Education Coordinator

FLSA: Exempt

Reports To: TLC's Chief Clinical 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 Special Education Coordinator works with special needs students in the elementary, middle, and/or high schools of a Philadelphia-based charter school to ensure students have the academic and social-emotional support services they need in order to achieve their highest potential.

- Duties & Responsibilities:**
- SERVICES TO STUDENTS:
- Oversee the mental and behavioral health care services for all students with IEPs/504 plans
 - Ensure appropriate delivery of both special education instruction and related services as stipulated on IEPs/504 plans
 - Ensure compliance by the school with all local and Federal laws and regulation related to students with IEPs/504 plans and students referred to special education
 - Facilitate IEP meetings using a strengths-based and family-centered approach
 - Identify students who should be assessed to determine eligibility for special education
 - Oversee case management services for students and families requiring multiple resources
- SERVICES TO PARENTS/FAMILIES:
- Delivery quarterly IEP progress reports to parents/guardians
 - Communicate to parents and guardians the special education process including process for referrals, evaluations, annual IEPs/504 plans, and re-evaluations
 - Assist parents to access programs and community resources available to students with special needs
- SERVICES TO SCHOOL PERSONNEL:
- Coordinate with student's special education team to ensure all documents are completed in a timely manner

- Coordinate with special education team to complete quarterly IEP progress reports
- Advise school principals about special education programs to ensure that the needs of all students are being met

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 numerous clinical interventions
 - Knowledge of and ability to access community resources

Education & Experience:

Education: Master's degree required, preferably in counseling or social work
License: Licensed Professional Counselor (LPC) or Licensed Social Worker (LSW) preferred
Experience: Former experience as a Special Education Counselor is 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:

School, community, and office settings

Work Hours:

This is a full-time, 40 hours per week, 10-month position.

Travel:

Frequent travel to the designated school, various homes, and community settings

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.