



The Lincoln Center for Family and Youth  
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## JOB DESCRIPTION: ENGLISH EDUCATOR

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**Title:** English Educator

**FLSA:** Exempt

**Reports To:** TLC's 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 longest serving nonprofit 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 Educator provides academic instruction and socioemotional support to at-risk youth, grades 7-12, in an alternative school setting. The Educator must demonstrate a high degree of flexibility in serving the individualized instructional needs of the students assigned to the class. Educator must be able to work in a team environment with other educators, special education staff, counselors, and social workers. Educator should possess a high degree of authenticity, kindness, and empathy while effectively maintaining a classroom atmosphere conducive to academic and socioemotional growth.

**Duties & Responsibilities**

**FACILITATE LEARNING:**

- Develop a classroom culture where Educator is viewed as “facilitator” of the learning process and not a “lecturer”
- Plans, prepares and implements lesson plans that facilitate active learning
- Provides personalized support to each student to develop learning plans that matches each student’s needs and abilities
- Utilizes Project-Based Learning (PBL) techniques
- Leverages technology to support and differentiate instruction
- Develops a multi-sensory learning environment

**FACILITATE SOCIOEMOTIONAL DEVELOPMENT**

- Provides diverse opportunities to develop and enhance students’ social and emotional skills
- Promotes the overall wellness (physical, mental, social, emotional) of each student

**CONDUCT ASSESSMENTS**

- Assigns and grades class work, homework, test and assignments
- Monitors the progress of individual students and uses information to adjust facilitation strategies
- Maintains accurate and complete records of students’ progress

**DEVELOP POSITIVE CLASSROOM CULTURE**

- Builds positive, compassionate classroom communities that engage learners
- Finds and exchanges tips for coping with disruptive behaviors and managing distraction

**OTHER DUTIES**

- Actively participates in department, school, district, and parent meetings
- Initiates and maintains close contact with parents/guardians of each student
- Communicates information regularly to students, parents, and districts regarding student progress and student needs
- Updates all necessary records accurately and completely as required by laws, district policies, and school regulations
- Assesses, records, and reports on the development, progress, goal attainment and behavior of students
- Attends meetings as scheduled and necessary with counselors, other staff and other members of the Public School District

**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 & Experience:**

Education: Bachelor's degree required and Pennsylvania teaching Certification in subject taught

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

**Work Hours:** This is a full-time, 40 hours per week, 43-week position

**Travel:** Minimal travel

**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.