



The Lincoln Center for Family and Youth  
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## **JOB DESCRIPTION: Site Director, Norristown Choices Academy**

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**Title:** Site Director, Norristown Choices Academy

**FLSA:** Exempt

**Reports To:** TLC's Chief Schools Officer

**Organization Summary:** The Lincoln Center for Family and Youth ("TLC") is a social enterprise company serving the Greater Philadelphia Area for over 50 years. Founded in 1970 and incorporated in 1983, TLC is an entrepreneurial nonprofit providing innovative education, coaching, and counseling services to public school students and their families. For more information, please visit <https://TheLincolnCenter.com>

**Leadership Academy Summary:** TLC Leadership Academies have licensed and accredited schools serving students in grades 7-12. With a focus on high academic standards in a safe, small school setting, TLC Leadership Academies support every aspect of students' academic and social-emotional learning needs.

**Position Summary:** Under the supervision of the Chief Schools Officer as well as working as a member of the site/program team, the Site Director is responsible for coordinating partnerships, curriculum development, developing and implementing strategic plans for effective behavioral change and intervention for students, and other duties as assigned by the Chief Schools Officer. Continuously monitors these positive behavioral support and intervention programs.

**Duties and Responsibilities:**

- Collaborate with administrators and stakeholders to develop both short-term and long-term goals for the Academy, ensuring the organization's mission and vision are aligned with the needs of the students and the community
- Collaborate with Chief Schools Officer to organize and facilitate ongoing professional development programs for staff
- Utilize restorative models and practices
- Develop, implement, and monitor a positive behavior support and intervention program
- Ensure compliance with all special education federal and state mandates and timelines. Coordinate with TLC Special Education Coordinator regularly
- Ensure students' IEPs are compliant
- Foster a positive learning environment: Promote a culture of inclusivity, respect, and open communication among students, staff, and parents, helping to create a supportive and engaging atmosphere for learning
- Work with Chief Schools Officer to ensure a safe and secure learning environment: Develop and implement policies and procedures to maintain the safety and well-being of students and staff, including emergency preparedness plans, and coordinating with local law enforcement when necessary
- Monitor student attendance and ensure regular parent communication to ensure regular daily attendance
- Engage with parents and guardians: Develop and maintain open lines of communication with parents and guardians, addressing any concerns and involving them in the decision-making process when appropriate
- Promote the Academy in the community: Represent the Academy at community events, meetings, and conferences, helping to raise awareness about the Academy and its programs, and foster positive relationships with local stakeholders
- Ensure implementation and sustainability of a restorative practices model in support of student success
- Ensure creation, implementation, and monitoring of a tiered system of supports and intervention for student academics, counseling needs, and behavior
- Support referral and enrollment process as delegated by the Chief Schools Officer
- Develop a full staff case management model of student support
- Coordinate with the therapeutic team to ensure counseling needs/ requirements are met for each student
- Partner with local community agencies to provide comprehensive support for students as needed (juvenile probation, community workshop facilitators, mentor organizations, etc.)
- Regularly collect, analyze, and report data related to program and student outcomes to the Chief Schools Officer
- Create an annual supplemental calendar of activities to support learning beyond the classroom initiatives

- Skills and Knowledge:**
- Knowledge of state K-12 and higher education standards
  - Skills:
    - Leadership and management
    - Communication and interpersonal: work well with organizations, staff, students, and volunteers
    - Strategic planning and problem-solving
    - Organizational and time management
    - Team-building and collaboration
    - Conflict resolution and negotiation
    - Adaptability and flexibility
    - Cultural competence and inclusivity

**Education and Experience:** Required:

- Bachelor's Degree (Master's Degree preferred) required in Education or related field
- PA Teacher or Principal Certification required
- Previous managerial and supervisory experience
- Prior experience working in schools
- Understanding of regulations/compliance statutes related to special education, compulsory attendance, and high-level student conduct responses
- Experience overseeing all aspects of positive behavioral support and intervention programs within an education setting
- Strong technical skills
- An understanding of AEDY programming

**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.

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

**Work Environment:** Office, school, and community settings

**Travel:** Some travel to homes and community settings, field trips, etc.