



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

## JOB DESCRIPTION: SPECIAL EDUCATION CASE MANAGER

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**Title:** Special Education Case Manager

**FLSA:** Exempt

**Reports To:** 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>

**Position Summary:** This position will provide special education progress monitoring duties and provide other support to Special Education Teachers. The Special Education Coordinator works with special needs students to ensure students have the academic and social-emotional support services they need in order to achieve their highest potential.

**Duties & Responsibilities:**

- Provides support services to teachers
- Comply with all local and Federal laws and regulation related to students with IEPs/504 plans
- Reviews transcripts to determine new student enrollee schedules
- Facilitate IEP meetings using a strengths-based and family-centered approach
- Assist in production and delivery of quarterly IEP progress reports to parents/guardians
- Provide case management for students

**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 and Experience:**

- Bachelor’s degree required
- Active, Valid PA certification in Special Education K-12 or 7-12

**Other Duties:** 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:** Home, school, community, and office settings

**Work Hours:** This is a full-time, 10-month position

**Travel:** Travel to designated school district and community sites.

**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.