



The Lincoln Center for Family and Youth
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JOB DESCRIPTION: Teacher Aide

Title: Teacher Aide

FLSA: Non-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://www.TheLincolnCenter.com>

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

**Duties &
Responsibilities:**

Instructional Aide: Assist students and provide support to the teacher.
Assist in all areas of the building to enforce school policy. The Building Aide provides support to teachers and building administration in ensuring a safe and orderly setting for the students. Maintain strict confidentiality with respect to information concerning students, personnel and other administrative matters affecting the district.

- Aid areas within the school building including but not limited to the office, hallways, and restrooms.
- Provide presence and coverage in the cafeteria by assisting and monitoring students during lunch period; assist with cleaning the eating areas at the end of lunch period.
- Provide supervision when students are outside at recess and inside during in door recess by organizing activities; maintain discipline and monitor student behavior.

- Assist with supervising students before the school day begins and at dismissal to ensure transportation at the end of the day.
- Provide coverage to the detention area and hallways as needed.
- During fire drills or other emergency evacuation of the school, the monitor assists in ensuring a safe and orderly exiting of the building.
- The Building Aide (Non-Instructional) can assist in the classroom at the direction of the teacher or administrator.
- Perform other duties as assigned by the Principal.

Education and Experience:

Bachelor degree in related field
Previous experience with students preferred

Other Duties:

PHYSICAL DEMANDS: Ability to reach above and below the waist

- Ability to use fingers to pick, feel and grasp objects
- Ability to use both hands for repetitive motion
- Considerable bending and twisting of the body required
- Some stooping and squatting required
- Ability to lift and/or carry supplies and/or papers weighing no more than 25 lbs.
- Ability to stand for long periods of time of the workday

SENSORY ABILITIES: Visual acuity
Auditory acuity

Work Environment:

SEL classroom environment
Subject to inside environmental conditions

TEMPERAMENT: Must possess excellent interpersonal skills
Must be able to work with students
Must be cooperative, congenial, and service-oriented
Must be able to work in an environment with frequent interruptions

COGNITIVE ABILITY: Ability to follow written and verbal directions
Ability to read and write
Ability to communicate effectively
Ability to organize tasks
Ability to handle multiple tasks
Ability to exercise good judgment

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.