The Lincoln Center for Family and Youth
820 Adams Ave., Ste. 210 | Audubon, PA 19403
(610) 277-3715 | jobs@TheLincolnCenter.com

JOB DESCRIPTION

Title: Science Educator (Part-Time)

FLSA: Exempt

Reports To: Chief Schools Officer

Summary: The Educator 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 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.

Essential Functions & 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

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 engages learners
- Finds and exchanges tips for coping with disruptive behaviors and managing distraction

Provide Socioemotional Support

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

Be an Integral Partner

- 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

Perform Administrative Tasks

- 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

Required Skills:

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

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

Work Hours: This is a part-time, 24 hours per week, 43-week position

Travel: Minimal travel

EEO Statement: TLC 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.

Other Duties: Duties, responsibilities and activities may change at any time with or without notice

Signatures: Employee signature below constitutes employee's understanding of the responsibilities and requirements of the position.

Employee: _____ Date: _____

Manager: _____ Date: _____

Human Resources: _____ Date: _____