



**MERCYHURST**  
UNIVERSITY

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## Compass Academy Program Director, Afterschool Program

**Location:** Erie

**Reports To:** Compass Academy Grant Manger

**Full/Part Time:** full-time

**Closes:** open until filled

### POSITION SUMMARY

The Compass Academy Program Director is a full-time leadership personnel position with responsibility for managing all aspects of afterschool and summer learning programs across multiple sites. Compass Academy Program Director will ensure program effectiveness, foster a supportive learning environment for students and staff, and work closely with teachers, staff, community partners, and parents to promote and advance academic enrichment and intervention. This role includes overseeing day-to-day operations, aligning curriculum with district and state standards, managing data collection, reporting, and professional development, and problem-solving program challenges.

### DUTIES AND RESPONSIBILITIES

- Provide visionary leadership to achieve Compass Academy's mission and goals.
- Oversee all site operations, ensuring smooth and effective program implementation.
- Hire, train, and supervise building academic teachers, academic lead teachers, academic tutors, and support staff.
- Conduct quarterly evaluations of academic teachers, academic lead teachers, academic tutors, and support staff, providing feedback and supporting professional growth.
- Align program curriculum with district and state standards to ensure high-quality educational experiences.
- Support teachers in developing lesson plans for small group and large group instruction.
- Collect and maintain student performance data, including SMART (Supplemental Mathematics and Reading Tutoring) measurements, and monitor student attendance records.
- Collaborate with community partners to enhance program offerings and create a supportive learning environment.
- Prepare and submit grant reports to meet grant requirements and deadlines.
- Seek additional funding sources to support program sustainability.
- Identify training needs and provide professional development opportunities for staff.

- Serve as mentor to Compass Academy staff and address program obstacles and challenges.
- Ensure food safety and sanitation in coordination with support staff for snack preparation. Maintain proper storage and handling of food, monitoring temperatures and ensuring cleanliness.
- Lead/attend all mandatory meetings, trainings, and conferences required by PDE.

## **EDUCATION AND EXPERIENCE**

- Required: bachelor's degree in education, educational administration, or a related field.
- Preferred: master's degree in education, educational leadership, or a related field.

## **SKILLS AND ABILITIES**

- Strong leadership and team management skills.
- Excellent organizational and problem-solving abilities.
- Effective communication and collaboration skills with various stakeholders.
- Proficiency in data management and analysis.
- Ability to mentor and provide professional development to staff.
- Knowledge of food safety and sanitation practices
- Frequent driving and occasional overnight travel necessary.

## **CERTIFICATIONS/LICENSES**

- Preferred: Pennsylvania Teaching Certification.
- Preferred: PA Administrative or Supervisory Certification.
- Required: Pennsylvania State Police Criminal Record Check (Act 34), Pennsylvania Child Abuse History Clearance (Act 151), FBI Federal Criminal History Background Check (Act 114), Arrest/Conviction Report & Certification Form (Act 24), Act 126 Training (Child Abuse Recognition & Reporting Training), Act 168 Employment History Review.

## **APPLICATION PROCESS**

Review of applications will begin immediately and continue until the position is filled or until the date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources  
Mercyhurst University  
501 East 38th Street  
Erie, PA 16546  
[hrinfo@mercyhurst.edu](mailto:hrinfo@mercyhurst.edu)

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**Candidates must be currently eligible to work in the United States**