



MERCYHURST
UNIVERSITY

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MELIA Academic Teacher / Tutor

Location: Northwestern, Springfield Elementary School

Department: Education

Reports To: MELIA Program Director

Full/Part Time: Part time temporary

Classification: Staff

Closes: *Open Until Filled*

SUMMARY

We are seeking a dedicated and enthusiastic candidate to join the Mercyhurst Early Learning Innovation Academy (MELIA) after-school program team. The candidate will play a crucial role in planning and providing individualized, small-group, and whole-group instruction to students in the after-school program. The ideal candidate will be passionate about education, possess strong communication and interpersonal skills, and have experience working with children in an educational setting.

These positions are approximately 10-20 hours/week depending on program needs.

DUTIES AND RESPONSIBILITIES

- Provide individualized instruction to students based on their academic needs and learning goals.
- Facilitate small group activities and interventions to support student learning and engagement.
- Lead whole group instruction sessions focused on various academic subjects or enrichment activities.
- Assist in the development and implementation of lesson plans and educational activities.
- Maintain a positive and supportive learning environment conducive to student success.
- Monitor student progress and provide feedback to students, parents, and program supervisors as needed.
- Collaborate with program staff and school personnel to ensure alignment with academic standards and program goals.
- Assist with administrative tasks, such as attendance tracking, student assessments, and program evaluation.

- Supervise students during snack time, outdoor play, and other program activities.
- Always ensure the safety and well-being of all students.

SKILLS & ABILITIES

- Strong understanding of child development principles and educational best practices.
- Excellent communication and interpersonal skills, with the ability to work effectively with students, parents, and colleagues.
- Ability to differentiate instruction to meet the diverse needs of students.
- Reliable, punctual, and able to maintain a professional demeanor in a fast-paced, team-oriented environment.

QUALIFICATIONS:

- Preferred: The candidate must have bachelor's degree in education, child development, or a related field.
- Preferred: Previous experience working with children in an educational or recreational setting.
- Required: CPR/First Aid certification (or willingness to obtain)

APPLICATION PROCESS:

Review of applications will begin immediately and continue until the position is filled or until 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

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