

### **Site Director/Lead Teacher**

The Heritage Health Foundation, Inc. and Propel Schools, through a partnership with the 21<sup>st</sup> Century Community Learning Center, are looking for two (2) Site Directors for the Propel After School Support (PASS) Program that will operate out of Propel McKeesport and Propel Homestead for grades K – 8.

Responsibilities for the position will include but are not limited to:

- Recruiting and enrolling children
- Ensuring the safety of the program participants; adhering to the PA Department of Welfare rules and regulations
- Establishing rapport with parents
- Initiating and maintaining positive relationships with Propel staff
- Hiring, mentoring and supervising program staff
- Monitoring daily attendance
- Addressing crisis situations
- Motivating program participation
- Successful completion of all mandated PASS personal development training

Minimum qualifications:

- Bachelor Degree in Education, or related field
- PA Teaching Certification preferred but not required
- 3 years experience with youth programming
- 1+ years of supervisory experience
- Excellent written and verbal skills
- Proficiency in Microsoft Office applications
- Must be able to receive Act 33/34 and FBI Clearances

To be considered for this position, please submit a cover letter with site preference and a resume to:

Christopher Robinson, Program Coordinator [crobinson@hhfi.org](mailto:crobinson@hhfi.org)

Or

Kenya Hall, School Liaison [khall@hhfi.org](mailto:khall@hhfi.org)

PASS Program  
445 Fourth Street  
Braddock, PA 15104

NO PHONE CALLS PLEASE

Heritage Health Foundation, Inc is an EEO employer