



PROFESSIONAL OPPORTUNITY
Assistant Teacher

\$1,000 SIGNING BONUS AVAILABLE *

Shape the future of at-risk children
Outstanding compensation package
Build your career path

Heritage Community Initiatives is honored to celebrate our fourth decade of serving families in forty communities within Eastern Allegheny County through our Transportation, Education, and Nutrition programs. Each year, Heritage provides highly accredited academically-based early learning and out-of-school time programming for over 300 at risk children. Heritage Community Transportation, a fixed-route transit service in operation for 20 years, has provided more than 1.5 million rides for residents in largely transit-isolated communities. Heritage is the only human services nonprofit in the Commonwealth designated as a provider of public transportation. More than 100,000 meals are served each year by our Nutrition Services, which offers solutions in meal planning, ordering, preparation and delivery while creating healthy options for youth and senior populations.

POSITION SUMMARY

Heritage 4 Kids Early Learning Center is licensed by the Department of Human Services (DHS), rated STAR 4 by Keystone STARS, and accredited by the National Association for the Education of Young Children (NAEYC). 4 Kids serves children 6 weeks through preschool. This professional must be passionate about the early care and education field. This professional must follow all DHS, STARS, and NAEYC regulations, guidelines, and procedures.

Heritage 4 Kids and Heritage Out of School Time (HOST) program hours are Monday – Friday from 7:30 AM – 5:30 PM. This is a regular, full-time teaching opportunity with a robust benefits package.

This educator would be part of the Master Educator program, splitting their day between our 4 Kids Early Learning Center and Heritage Out of School Time (HOST) programs.

RESPONSIBILITIES

Classroom duties for an Assistant Teacher include but are not limited to:

- Creating and implementing individualized student's goals based on assessment data.
- Supporting the physical, social, and emotional development of all students.
- Communicating daily with parents and conducting parent/teacher conferences.
- Meeting all guidelines and regulations set forth by the Department of Human Services, Keystone STARS, NAEYC, and Heritage Community Initiatives.
- Manage and maintain the classroom.
- Ensure classroom provides an organized learning environment.
- Conduct and implement student lesson plans.
- Coordinate student enrichment activities and assist in all other areas as needed in order to run a successful classroom.
- Interact with students, assist them with their homework, snack time, and activities.
- Supervise children at all times.
- Assist in providing 15 minute and lunch breaks at 4 Kids Early Learning Center
- Assist in the classrooms at 4 Kids Early Learning Center when needed.

QUALIFICATIONS AND SKILLS

- Bachelor's degree or Associate's degree in Early Childhood or a related field.
- 2 years' experience in an early childhood setting preferred.
- CPR, First Aid and Fire Safety or willingness to obtain.
- Current FBI, Child Abuse, National Sex Offender and State Criminal Background clearances or be able to attain all clearances within 30 days of hire.
- Current health assessment and TB test.
- Ability to frequently lift or move weight as in lifting, carrying or holding children 20+ lbs.

* Certain eligibility requirements apply

Applicants are asked to send a cover letter and a copy of your resume to humanresources@heritageserves.org and please visit our website for additional information about Heritage Community Initiatives - www.heritageserves.org.

