



**PROFESSIONAL OPPORTUNITY**  
**Pre-K Count 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 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.

The Pre-K Count Assistant Teacher's primary focus is to provide high quality programming within their assigned classroom of 3-5 year old's, and must be committed to best practices according to Pre-K Counts regulations and guidelines. The Pre-K Count Assistant Teacher must be passionate about the early care and education field and working with children. The Pre-K Counts Assistant teacher must be able to develop and facilitate developmentally, individually, and culturally appropriate practices and intentional teaching. All lesson plans must be based on each individual child's goals that come from the GOLD assessments and daily observations. The Pre-K Counts teacher must also be consistent and intentional with helping children learn and develop through play.

## RESPONSIBILITIES

- Establish and create a safe, nurturing environment where children can play and learn.
- Design weekly lesson plans that align with the Pennsylvania Early Learning Standards.
- Create and implement individualized student goals based on assessment data and observations during paid planning time daily.
- Complete Gold Assessments on each child in February, May, and October of each calendar year.
- Support the physical, social, and emotional development of all students.
- Participate in all Pre-K Counts events and activities.
- Complete all trainings mandated by Pre-K Counts and STARS.
- Communicate daily with parents and conduct parent/teacher conferences.
- Have some knowledge of Department of Human Services (DHS), Keystone STARS, and the National Association for the Education of Young Children (NAEYC) standards and policies as well as meet all guidelines and regulations set forth by the Department of Human Services (DHS), Keystone STARS, NAEYC, Allegheny Intermediate Unit, Woodland Hills School District, and Heritage Community Initiatives.
- Cultivate positive relationships with families, teachers, state licensing authorities, community contacts and our partners from the AIU.

## QUALIFICATIONS AND SKILLS

- Bachelor's degree in Early Childhood or a related field, ECE certification preferred.
- 2 years' experience in an early childhood setting mandatory.
- Outstanding customer service skills, strong organizational skills, and the ability to multi-task and manage multiple situations effectively.
- Demonstrate computer literacy.
- 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](mailto:humanresources@heritageserves.org) and please visit our website for additional information about Heritage Community Initiatives – [www.heritageserves.org](http://www.heritageserves.org).**

