



PROFESSIONAL OPPORTUNITY
Teacher (Out of School Time)
(Permanent, Part-Time)

\$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 Education, Transportation, 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, provides nearly 8,000 rides each month 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 provides solutions in meal planning, ordering, preparation and delivery while creating healthy options for youth and senior populations.

POSITION SUMMARY

Heritage Community Initiatives, located in Braddock, is seeking fun, compassionate, flexible, creative, energetic, and reliable Teachers for the Heritage Out of School Time (HOST) program. HOST provides out-of-school time support to children in grades K-8. Heritage Out of School Time helps propel students forward by providing a safe, enjoyable, and academically engaging environment for all program students. The program is rated STAR 4 by Pennsylvania Keystone STARS, and is affiliated with the National Association for the Education of Young Children (NAEYC), Pennsylvania Child Care Association (PACCA), and the National After-School Association (NAA).

HOST Teachers are responsible for providing high-quality Out of School Time Programming for children 5-12 years old. HOST Teachers must be committed to the overall development of the students in their classroom as well as create a rapport with all program students. HOST Educators are expected to plan and lead students in intentional hands-on learning experiences that are fit for each student's age and developmental level. HOST Teachers must provide additional academic support for students as well as uphold culturally appropriate practices. The purpose of a HOST Teacher is to expand upon each student's education and help them grow developmentally.

HOST program hours are Monday – Friday from 7:30 – 9:30 AM and 3:00 – 5:30 PM. We desire candidates who would be interested in working either and/or both of these shifts. Part-time teaching positions are available, as well as substitute and/or student teaching opportunities.

RESPONSIBILITIES

- Establish and maintain a safe, organized, and educational environment.
- Design student-driven weekly lesson plans that align with the Pennsylvania Early Learning Standards.
- Ensure all required classroom postings and program documentation is maintained.
- Document student-specific observations and complete routine developmental assessments.
- Create and implement individualized student goals based on assessment data.
- Support the physical, social, and emotional development of all program students.
- Communicate daily with classroom parents and/or guardians.
- Cultivate positive relationships with all students, families, and fellow staff members.
- Ensure daily counting and claim forms for Nutrition (CACFP) are accurate and complete.
- Appropriately represent Heritage Community Initiatives at all organization related functions.
- Adhere to all regulations and guidelines set forth by DHS, Keystone STARS, and NAEYC; as well as follow all policies and procedures set forth by Heritage Community Initiatives.
- Complete all other tasks as assigned by Education Program Supervisors.

QUALIFICATIONS AND SKILLS

- Bachelor's Degree or Associate's Degree in Early Childhood Education or a related field OR a High School Diploma and/or GED and 2-3 years of experience in an early childhood and/or school age setting.
- CPR, First Aid and Fire Safety or willingness to obtain.
- Current FBI, Child Abuse, National Sex Offender Registry (NSOR) and State Criminal Background clearances or be able to attain all clearances within 30 days of hire.
- Current health assessment and TB test.
- Proficiency in computer skills and multi-tasking.
- 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.

