



Extraordinary Opportunity with Exceptional Benefits

Exclusively for Professional Educators

\$1500 Signing Bonus Available*

Assistant Teacher

POSITION SUMMARY

Heritage Community Initiatives is offering an exceptional opportunity for an education professional to utilize their talents and expertise at both of our highly-respected, Keystone STAR 4 rated, NAEYC accredited and affiliated programs – Heritage 4 Kids Early Learning Center and HOST (Heritage Out of School Time). This unique position, which reports to our Leadership Team, affords an educator the chance to positively impact the lives of both our early learning and school-age students. For over a quarter of a century, Heritage has valued our teachers and ensured we offer them an opportunity to build a career while receiving a robust package of benefits. We look forward to welcoming an experienced, creative, flexible, and responsible professional to our team. Heritage Community Initiatives' Education programs operate year-round from 7:30 AM – 5:30 PM.

NEW!- Our Director of Professional Development is working with all new and veteran educators on creating and implementing individualized professional development plans. Real-time, authentic and data-driven support and feedback is provided daily as a component of a larger continuous improvement initiative. All educators will have the ability to participate in **FREE** professional development opportunities to continue the process of personal and professional growth.

RESPONSIBILITIES (include but not limited to)

- Assist in classrooms at Heritage 4 Kids Early Learning Center and Heritage Out of School Time (HOST) when needed.
- Establish and maintain a safe, nurturing, educational and organized classroom.
- Supervise and support students at all times.
- Support the physical, social and emotional development of all students.
- Cultivate positive relationships with all students, families, fellow staff members, licensing authorities, community contacts and our partners.
- Communicate daily with classroom parents and/or guardians.
- Assist in the design of student-driven weekly lesson plans that align with the Pennsylvania Early Learning Standards/PA Academic Standards
- Ensure all required classroom postings and program documentation is maintained.
- Complete Teaching Strategies Gold assessments and/or Developmental Checklist Assessments on each child at three timepoints and assist in conducting parent/guardian/teacher conferences.
- Assist in completing and implementing individualized student goals based on

observations and assessment data.

- Ensure daily counting and claim forms for the CACFP program are accurate and complete.
- Adhere to all guidelines and regulations set forth by the Department of Human Services (DHS), Keystone STARS, NAEYC, other partnering agencies; as well as follow policies and procedures set forth by Heritage Community Initiatives.
- Complete all trainings and coursework mandated by DHS, Keystone STARS, NAEYC and partners.
- Participate in all required events and activities.
- Complete all other tasks assigned by Education Program Supervisor.

QUALIFICATIONS AND SKILLS

- Associate's degree in Early Childhood or a related field preferred
- OR**
- High School Diploma plus 2 years' experience with children mandatory
 - Outstanding customer service skills, strong organizational skills, and the ability to multitask 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 Registry (NSOR), and State Criminal Background Clearances as well as applicable Out of State Clearances (State and Child Abuse).
 - Current health assessment and TB on DHS approved form.
 - Ability to frequently lift or move weight as in lifting, carrying, or holding children 20+lbs.

Note: Heritage provides a robust benefits package, which includes:

- UPMC Health Plan coverage
- Flexible Spending Account
- 401(k) plan with match
- Short-term, long-term disability, and life insurance
- Paid time off and paid holidays
- Employee Child Education Benefits for Heritage Programs

For over 40 years, Heritage Community Initiatives has been committed to positively impacting the socioeconomic mobility of those they are privileged to serve throughout

49 communities in eastern Allegheny County. Their distinctive combination of the highest-quality Transportation, Education and Nutrition programs allows Heritage to be uniquely positioned to continue its long-standing mission for thousands of under-resourced individuals, families, and children in affordable and measurably impactful ways. For more information visit HeritageServes.org. We are looking for exceptional individuals to join our team of dedicated professionals - nearly 20% of whom have been with us for more than a decade.

We look forward to hearing from you and discussing our robust compensation and benefits package as well as how Heritage Community Initiatives can play a key role in your career path.

* 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.

