



**Extraordinary Opportunity with Exceptional Benefits Exclusively for  
Professional Educators**

**\$1,500 SIGNING BONUS AVAILABLE \***

**Pre-K Count Assistant Teacher  
Heritage 4 Kids Early Learning Center**

**POSITION SUMMARY**

Heritage Community Initiatives is offering an exceptional opportunity for an education professional to utilize their talents and expertise at our highly-respected, Keystone Star 4 accredited, NAEYC affiliated program – Heritage 4 Kids Early Learning Center. We are proud to offer unparalleled access to high-quality education to students through our four Pre-K Counts classrooms. This position, reporting to our Director, will be located in our 404 Braddock Avenue location of Heritage’s 4 Kids Early Learning Center. For over a quarter of a century, Heritage has valued our teachers and ensured that 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)**

- 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 partners.
- Communicate daily with classroom parents and/or guardians.
- Assist in the design of weekly lesson plans that connect with classroom curriculum and align with the Pennsylvania Early Learning Standards



- Complete Teaching Strategies Gold assessments on assigned students three times a year.
- Create and implement individualized student goals based on assessment data and observations.
- 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 Heritage Community Initiatives, licensing authorities and partners.
- Participate in all required events and activities.
- Complete all other tasks assigned by supervisor.

### **QUALIFICATIONS AND SKILLS**

- Associate degree in Early childhood education or a related field preferred or a Preschool CDA is required– must be able to provide proof of credentials at the time of application.
- 2 years of experience in an early childhood setting is 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 Registry (NSOR), and State Criminal Background Clearances as well as applicable Out of State Clearances (State and Child Abuse).
- Current health assessment and TB test.
- 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 our distinctive combination of the highest-quality and respected programs in Transportation, Education, and Nutrition has afforded Heritage Community Initiatives to be uniquely positioned - and privileged - to continue our long-standing mission to enhance the socioeconomic mobility of thousands of under-resourced individuals, families, and children in Allegheny County. 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](mailto:humanresources@heritageserves.org) and please visit our website for additional information about Heritage Community Initiatives - [www.heritageserves.org](http://www.heritageserves.org).**

