



Extraordinary Seasonal Opportunity for Skilled Educators

\$500 SIGNING BONUS AVAILABLE *

* Certain eligibility requirements apply

Teacher (Temporary, Full-Time)

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 rated, NAEYC accredited Heritage 4 Kids Early Learning Center. Our community-based center and school-based classrooms focus on the cognitive, emotional, physical, social, and creative needs of the children we have the privilege of serving.

For each age group, a carefully planned curriculum outlines what children will learn, along with the teaching strategies used to achieve those goals. We focus on the foundations of early learning including literacy, math, science and technology. Our classroom environments are designed to promote successful learning as well as safety, comfort, and stimulation. During the Summer Sessions, activities are designed both to be fun and to reinforce the early learning standards. We also take advantage of local partnerships with organizations like the Braddock Carnegie Library and Grow Pittsburgh.

Summer Session Educators will play a secondary role in the implementation of age-appropriate experiential learning initiatives for early learning students throughout the summer months. Summer Session Educators will also have access to our Summer Session Tuition discount—qualifying children of our Summer Session Educators will receive 50% off the cost of tuition for our high caliber summer programming.

This position, reporting to our Heritage 4 Kids Director, will be located at our 404 Braddock Avenue facility which houses our infants, toddlers, and preschoolers. 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.

RESPONSIBILITIES (include but not limited to)

Summer Session (June 9, 2025 – mid-August 2025) duties for Teachers include, but are not limited to:

- Assist in all classrooms at Heritage 4 Kids Early Learning Center.
- 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 member, licensing authorities, community contacts and our partners.
- Communicate daily with classroom parents and/or guardians.
- Ensure all required classroom postings and program documentation is maintained.
- Adhere to 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.
- Ensure daily counting and claim forms for the CACFP program are accurate and complete.
- 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

- High School Diploma plus 2 years of experience with children required. 2 years of experience in early childhood or afterschool setting preferred.
- Current training in CPR, First Aid, and Fire Safety.
- 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.
- Demonstrate computer literacy.
- Ability to frequently lift or move weight as in lifting, carrying, or holding children 20+ lbs.

Heritage's academically-based education programs, 4 Kids Early Learning Center and HOST (Heritage Out of School Time), serve more than 250 at-risk children annually. Each program is rated STAR 4, the highest rating available, by Pennsylvania Keystone STARS and is licensed by the Pennsylvania Department of Human Services. Dedicated to building local, regional, and national partnerships to advance the education of young people with a strong commitment to measurement and evaluation with proven results.



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

We look forward to hearing from you and discussing how Heritage Community Initiatives can play a key role in your career path.

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