



Extraordinary Seasonal Opportunity for Skilled Educators

\$500 SIGNING BONUS AVAILABLE *

* Certain eligibility requirements apply

PROFESSIONAL OPPORTUNITY 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 outstanding, Keystone Star 4 accredited, experiential learning based, education program- Heritage Out of School Time (HOST). HOST provides out of school time and summer programming for students in grades K-5 who predominately live and learn in the Woodland Hills School District. During the school year session, HOST students are provided with afternoon snack, guided homework assistance, and age appropriate enrichment activities. During the summer session, HOST students get to participate in weekly on-site events and off-site field trips while also taking advantage of key local partnerships with organizations like the local library-Carnegie One, the Braddock Youth Project (BYP), and Grow Pittsburgh.

Summer Session Educators will play a major role in the implementation of age-appropriate experiential learning initiatives for school-age students throughout the summer months. Educators will be a part of planning, facilitating, and engaging in a number of hands-on activities and experiences. 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 HOST Director, will be located at our 531 Jones Ave. facility which houses both school-age and preschool classrooms. 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

Summer Session (June 8, 2026 – mid-August 2025) duties for Teachers include, but are not limited to:



- Participate in and supervise students during off-site field trips. Some of our off-site field trips include: Carnegie Children’s Museum, Pittsburgh Zoo & Aquarium, Steel City Parkour, and the Natural History Museum.
- Supervise and support students during on-site programs. Some of our on-site programs include: Recycled art show, Zoo mobile, and Josh & Gab show.
- Design student driven lesson plans, according to weekly Summer themes, that align with PA Early Learning Standards/PA Academic Standards.
- Facilitate regularly scheduled activity sessions and maintain applicable program requirements.
- Establish and maintain a safe, organized, and educational environment.
- 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 staffmembers.
- Ensure daily counting and claim forms for Nutrition (CACFP) are accurate and complete.
- Complete necessary trainings. (compliance)
- 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

- 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 Community Initiatives is the only non-profit dedicated to three essential elements of socioeconomic mobility: transportation, education, and nutrition. For 43 years, we have been privileged to serve thousands of individuals from nearly 80 communities throughout Allegheny County. 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.