



## **PROFESSIONAL OPPORTUNITY**

### **PRE-K COUNTS LEAD TEACHER**

#### **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 program – Heritage 4 Kids Early Learning Center. We are proud to offer unparalleled access to high-quality education to students through our three Pre-K Counts classrooms. 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.

#### **RESPONSIBILITIES**

- 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
- Design student-driven weekly lesson plans that align with the Pennsylvania Early Learning Standards and the Creative Curriculum
- Ensure all required classroom postings and program documentation is maintained; as well as NAEYC classroom portfolios and individual student portfolios
- Complete Teaching Strategies Gold assessments on each student at three timepoints and conduct parent/guardian/teacher conferences
- Create and implement 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

- Bachelor's degree in Early Childhood Education, must have current Pennsylvania ECE certification or be in the process of securing- must be able to provide proof of transcripts at the time of application
- Must be available to work 12 months a year
- 2 years of experience in an early childhood setting is 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

Heritage provides an outstanding benefits package, which includes but is not limited to:

- UPMC Health Plan coverage
- Short-term disability, long-term disability, and basic life insurance
- 3 ½ weeks of accrued PTO in the first year of employment PLUS paid holidays (on average 9-11 days)
- Flexible Spending Account
- 401(k) plan with match
- Child Education Benefit at Heritage Community Initiatives' Education programs
- Longevity and Milestones of Service cash awards
- Permanent referral program cash bonus
- Financial Wellness program

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](http://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.

**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).**