

PROFESSIONAL OPPORTUNITY

ASSISTANT TEACHER – INFANTS & TODDLERS

\$1,500 SIGNING BONUS AVAILABLE *

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 and NAEYC accredited program – Heritage 4 Kids Early Learning Center. We are proud to offer unparalleled access to high-quality education. 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 child 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

- Associate degree in Early Childhood **OR** High School Diploma/GED 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.

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. 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