



PROFESSIONAL OPPORTUNITY

Preschool Lead Teacher

For over thirty years Heritage Community Initiatives has been dedicated to serving socioeconomically challenged families in forty communities in Allegheny County. The organization has three major areas of focus - Education, Transportation and Nutrition. Each year, Heritage provides highly accredited academically based early learning and out-of-school time programming for nearly 300 children. Heritage Community Transportation provides more than 7,000 rides each month for residents in transit-isolated communities and is the only human services nonprofit in the Commonwealth designated as a provider of public transportation. In the coming months, the organization plans to continue their tradition of providing summer nutrition to the youth of Braddock, Pennsylvania - the organization's hometown- as well as swimming lessons and collecting more than one ton of food, clothing, books and toys to distribute to families in need during the holiday season.

Position Summary

The Preschool Lead Teacher's primary focus is to be responsible for creating and maintaining a safe and stimulating developmentally appropriate learning environment for children ages 3-5 years of age. The Preschool Lead Teacher shall also focus on the provision of high quality programming within their assigned classroom, and must be committed to best practices. The Preschool Lead Teacher must be passionate about the early care and education field, and be able to develop and implement developmentally, individually, and culturally appropriate practices, and intentional teaching.

Responsibilities

- Establish and create a safe, nurturing environment where children can play and learn.
- Design weekly lesson plans that align with the Pennsylvania Early Learning Standards and the Creative Curriculum.
- Create and implement individualized student goals based on assessment data using Teaching Strategies Gold.
- Complete assessments on all children using the Teaching Strategies Gold assessment tool (3) times a year (October, February, and May).
- Support the physical, social, and emotional development of all students.
- Communicate daily with parents and conduct parent/teacher conferences three times a year.
- Have a strong knowledge of DHS, STARS, and NAEYC Standards and policies as well as meet all guidelines and regulations set forth by the Department of Human Services (DHS), Keystone STARS, and NAEYC.
- Cultivate positive professional relationships with families, teachers, state licensing authorities, and community contacts.
- Maintain strict confidentiality regarding child/family information and records, and report any staff, child, family, and partnering organization issues promptly to the director or assistant director.
- Team oriented and willing to share classroom responsibilities.

Qualifications and Skills

- Associate or Bachelor's degree in Early Childhood Education
- Outstanding customer service skills, strong organizational skills, the ability to multi-task and manage multiple situations effectively and demonstrate computer literacy
- CPR, First Aid, and Fire Safety or willingness to obtain within 12 months from hire date
- Current FBI, Child Abuse, National Offender (NSOPW), and Criminal Background clearances or able to attain all clearances within 30 days of hire
- Current health assessment and TB test
- 2 years' experience in an early childhood education setting is mandatory.

Applicants are asked to send a cover letter and a copy of your resume to humanresources@heritageserves.org and please visit our website for additional information about Heritage Community Initiatives – www.heritageserves.org.