



PROFESSIONAL OPPORTUNITY

Assistant Director, 4 Kids Early Learning Center

For thirty-five years Heritage Community Initiatives has been dedicated to making a positive impact on the social mobility of thousands of families in forty communities through pragmatic programs in Education, Transportation and Nutrition. Each year, Heritage provides the highest-quality early learning and out of school time opportunities to nearly 300 students through nationally accredited education programs, the 4 Kids Early Learning Center and HOST (Heritage Out of School Time). Heritage Community Transportation's fixed route service 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. Heritage Nutrition Services prepares over 115,000 meals each year and provides solutions in meal planning, ordering, preparation, and delivery while creating healthy options for youth and senior populations.

Position Summary

Professional in this key position will be responsible for assisting the Director in efficiently and effectively managing all aspects of our NAEYC accredited, Keystone STAR 4 Center. This includes in supporting the daily operation of 4 Kids, following state standards and all compliance, assisting in the behavior management, collection and tracking of enrollment packets, communicating with families and maintaining student files.

Responsibilities (include but not limited to)

- Enter/check attendance daily
- Enter attendance into the Pelican System so we can receive payment from ELRC- monthly and also complete excel spread sheet attendance for EHS, PKC, and HS by the 5th of each month
- Submit Churn reports and attendance reports- monthly
- Assist the Director in preparing for all visits including DHS, Keystone STARS, PKC, and NAEYC
- Enter new students/families into ProCare
- Complete the deposit report daily
- Conduct staff meetings in Directors absence
- Responsible for enrollment calls and waitlist as well as conducting new student tours
- Create classroom rosters
- Substitute in classroom when needed

- Assistant Director will complete ITERS and ECERS-3 for all Infant and Toddler and Preschool Classrooms annually.

Qualifications and Skills

- Degree in Early Childhood Education, Child Development, Elementary Education, or a related field
- Knowledge of ProCare, Teaching Strategies Gold, and Pelican databases/systems
- Working knowledge of Keystone Stars, Head Start, Pre-K Counts and NYAEC program standards
- Meet all state licensing requirements
- Minimum of two (2) years of experience working in an early learning program – must have a least two (2) years managerial experience
- Pennsylvania Director credentials preferred
- Must have current and valid driver's license as well as access to a vehicle

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.