

PROFESSIONAL OPPORTUNITY

ASSISTANT TEACHER (temporary, full-time)

Heritage Community Initiatives is honored to celebrate our fourth decade of serving families in forty communities within Eastern Allegheny County through our Education, Transportation and Nutrition programs. Each year, Heritage provides highly accredited academically-based early learning and out-of-school time programming for over 300 at risk children. Heritage Community Transportation, a fixed-route transit service in operation for 20 years, provides nearly 8,000 rides each month for residents in largely transit-isolated communities. Heritage is the only human services nonprofit in the Commonwealth designated as a provider of public transportation. More than 100,000 meals are served each year by our Nutrition Services which provides solutions in meal planning, ordering, preparation and delivery while creating healthy options for youth and senior populations.

POSITION SUMMARY

Heritage Community Initiatives, located in Braddock, is seeking professionals who are passionate about the early care and education field, compassionate, flexible, creative, energetic and reliable for the Heritage Out of School Time (HOST) program. This position will largely focus on serving as support at our Heritage Out of School Time (HOST) program. This professional must follow all DHS, STARS, NAEYC, AIU, and applicable regulations, guidelines, and procedures. This is a temporary, full-time position.

HOST provides before and after school support to children in grades K-8. The program is rated STAR 4 by Pennsylvania Keystone STARS, and is affiliated with the National Association for the Education of Young Children (NAEYC), Pennsylvania Child Care Association (PACCA) and the National After-School Association (NAA).

HOST program hours are Monday – Friday from 7:30 AM – 5:30 PM.

RESPONSIBILITIES

- Support a safe nurturing environment where children can play and learn.
- Support the physical, social, and emotional development of all students.
- Assist teachers with 15 minute breaks, lunch breaks, and paid planning time.
- Have some 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, NAEYC, AIU, and Heritage Community Initiatives.
- Assist in serving meals and snacks to children in accordance with CACFP Meal Guidelines.
- Accompany children to the restroom when needed.
- Perform laundry duties for classrooms.
- Cultivate positive relationships with families, teachers, state licensing authorities, community contacts and our partners from the AIU.
- Assist with designing weekly lesson plans that align with the Pennsylvania Early Learning Standards.
- Assist with completing Assessments on each child in February, May, and October of each calendar year.
- Assist with creating and implementing individualized student's goals based on assessment data.
- Supporting the physical, social, and emotional development of all students.
- Communicating daily with parents and conducting parent/teacher conferences.

QUALIFICATIONS AND SKILLS

- Associate's or Bachelor's degree in Early Childhood, or a related field.
- 2 years' experience in an early childhood setting is preferred.
- Outstanding customer service skills, strong organizational skills, and the ability to multi-task 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 and State Criminal Background clearances or be able to attain all clearances within 30 days of hire.
- Current health assessment and TB test.
- Ability to frequently lift or move weight as in lifting, carrying or holding children 20+ lbs.

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.