



PROFESSIONAL OPPORTUNITY ASSISTANT TEACHER

\$500 SIGNING BONUS AVAILABLE *

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

This unique position will largely focus on serving as support for all classrooms at our Heritage 4 Kids Early Learning Center and 4 Kids at HOST, also in our neighborhood. This professional who will be primarily housed at 4 Kids, but will fill-in when necessary for the 4 Kids Site Coordinator or for a Head Start Teacher at HOST when needed, must be passionate about the early care and education field, must follow all DHS, STARS, NAEYC, and Head Start regulations, guidelines, and procedures.

Responsibilities at 4 Kids

- 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 a 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
- Cultivate positive relationships with families, teachers, state licensing authorities, community contacts and our partners from the AIU Head Start Team

Main Responsibilities at 4 Kids at HOST

- Support a safe nurturing environment where children can play and learn
- Help serve meals and snacks to Head Start children in accordance with CACFP Meal Guidelines
- Assist Head Start teachers with 15 minute breaks, lunch breaks, and paid planning time
- Take children to the restroom when needed
- Perform laundry duties for the Head Start classrooms

Qualifications and Skills

- Associate's or Bachelor's degree in Early Childhood, or a related field
- Two (2) years' experience in an early childhood setting is mandatory
- Outstanding customer service skills, strong organizational skills, and the ability to multi-task and manage multiple situations effectively
- Basic ServeSafe training
- 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.

* Certain eligibility requirements apply

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.