



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

Heritage Community Initiatives, located in Braddock, is seeking an experienced, compassionate, flexible, creative and reliable Assistant Teachers for the Heritage Out of School Time (HOST) program. HOST provides before and after school support to children in grades K-8; HOST is currently offering full day educational support while school districts are operating in virtual/online and hybrid models. 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.

This unique full time position, with robust benefit package, will largely focus on serving as support for all classrooms that are housed at HOST. This professional will fill-in when necessary for a Teacher or for a Head Start Teacher at HOST when needed, must be passionate about the early education field and must follow all DHS, STARS, NAEYC, and Head Start regulations, guidelines, and procedures.

Main Responsibilities at HOST

- Support a safe nurturing environment where children can play and learn
- Assist in giving fifteen (15) minute and lunch breaks
- Provide support to all Coronavirus protocols including escorting children into the building, sanitization duties and laundry
- Take children to the restroom when needed

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.