



## **PROFESSIONAL OPPORTUNITY ASSISTANT TEACHER (PART TIME)**

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**

The part-time Assistant Teacher will be responsible for providing high quality programming for children ages 6 weeks to 1 year of age. The part-time Assistant Teacher will assist the Lead Teacher in implementing developmentally appropriate and culturally appropriate practices and intentional learning for children. The part-time Assistant Teacher, whose regular working hours will be Monday – Friday from 2:00 PM – 6:00 PM (hours are subject to change) is responsible for adhering to DHS and Early Head Start compliance standards that are specific to infant care.

### **Responsibilities**

- The part-time Assistant Teacher will be responsible for maintaining a safe and healthy environment, including reporting anything that is broken or in need of repair.
- The part-time Assistant Teacher will be responsible for supervision regulations, maintaining ratio, being with your children at all times, not being on personal cellphones, and paying attention to the children at all times.
- The part-time Assistant Teacher will comply with DHS, STARS, NAEYC, and HCI policies and standards.
- The part-time Assistant Teacher will assist the Lead Teacher in feeding the infant children, changing diapers, cleaning the classroom at the end of the work day, and following all Early Head Start compliance standards for infants.
- The part-time Assistant Teacher will foster positive relationships with coworkers and parents of Heritage 4 Kids Early Learning Center.
- The part-time Assistant Teacher will complete all required professional development trainings for STARS (24 hours) and DHS (12 hours) annually.
- The part-time Assistant Teacher will attend all staff meetings including the All Team Staff Meetings that are held twice (2) a year.

**Qualifications and Skills**

- Associate's degree in Early Childhood or a related field and/or Infant/Toddler CDA
- Two (2) years' experience in an early childhood setting preferred
- Must have current clearances (FBI, Child Abuse, National Offender (NSOPW), and Criminal Background clearances) or be able to attain all clearances within 30 days of hire
- Must have a current health assessment and TB test
- Must be able to lift or move weight as in lifting, carrying or holding children up to 30 lbs.

**Applicants are asked to send a cover letter and a copy of your resume to [humanresources@heritageserves.org](mailto:humanresources@heritageserves.org) and please visit our website for additional information about Heritage Community Initiatives – [www.heritageserves.org](http://www.heritageserves.org).**