



## **PROFESSIONAL OPPORTUNITY ASSISTANT TEACHER**

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**

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
- 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).**