



## **PROFESSIONAL OPPORTUNITY**

### **Before & After School**

### **Lead & Assistant Teachers**

For over thirty years Heritage Community Initiatives has been dedicated to serving socioeconomically challenged families in forty communities in Allegheny County. The organization has three major areas of focus - Education, Transportation and Nutrition. Each year, Heritage provides highly accredited academically based early learning and out-of-school time programming for nearly 300 children. Heritage Community Transportation 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. In the coming months, the organization plans to continue their tradition of providing summer nutrition to the youth of Braddock, Pennsylvania - the organization's hometown- as well as swimming lessons and collecting more than one ton of food, clothing, books and toys to distribute to families in need during the holiday season.

#### **Position Summary**

Heritage Community Initiatives, located in Braddock, is seeking fun, compassionate, flexible, creative, energetic and reliable lead and assistant teachers for the Heritage Out of School Time (HOST) program. 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 6:00 - 8:30 am and 2:30 - 6:00 pm. We desire candidates who would be interested in working either of these shifts. Full-time and part-time teaching positions are available, as well as substitute and/or student teaching opportunities. Competitive benefits package is available for full-time employment.

#### **Responsibilities**

- Manage and maintain the classroom. Ensure classroom provides an organized learning environment, conduct and implement student lesson plans, coordinate student enrichment activities, and assist in all other areas as needed in order to run a successful classroom.
- Interact with students, assist them with homework and snack time.
- Supervise children at all times making sure the classroom environment is safe place.
- Adhere to all regulations and guidelines set forth by DPW, Keystone STARS, and NAEYC; as well as follow all policies and procedures set forth by Heritage Community Initiatives.
- Work cooperatively with other members of staff, and work well in a team teaching environment. Maintain strict confidentiality.
- Demonstrate flexibility in response to unexpected schedule changes in work volume, emergencies, staffing or scheduling.

## **Qualifications and Skills**

- Bachelor's Degree in Education or a related field for Lead Teachers
- Associate's Degree in Education or a related field for Assistant Teachers
- Minimum of 1-2 year's experience in an education setting preferred
- Must have clearances (FBI/Child Abuse/Criminal Background), current physical and TB test or be willing to apply within 30 days of hire.

**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).**