



## **PROFESSIONAL OPPORTUNITY**

### **Before & After School**

### **Lead & Assistant Teachers**

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**

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 – 9:00 am and 2:30 - 6:00 pm. We desire candidates who would be interested in working either and/or both of these shifts. Part-time teaching positions are available, as well as substitute and/or student teaching opportunities.

#### **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, snack time and activities.
- Supervise children at all times making sure the classroom environment is a safe place.
- Adhere to all regulations and guidelines set forth by DHS, 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.
- Manage student behaviors and set goals.
- Communicate daily with parents/families and staff.

## **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

Competitive benefits package is available for full-time employment.

## **\*Signing Bonus ~ \$500.00 \***

Eligibility requirements include:

- Employee must complete 6 months of employment
- Employee must not be on any type of probation, except their initial 90 day new hire probation
- Employee must not have incurred any write-ups pertaining to performance
- Employee must be employed after 8.1.2019 and hired as a regular and/or permanent employee at HOST
- Temporary and/or substitute staff are not eligible

Failure to adhere to the criteria identified above will result in a forfeiture of applicable signing bonus.

**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).**