



PROFESSIONAL OPPORTUNITY

Pre-K Counts Lead Assistant Teacher

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'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. The Transportation division will be introducing several new initiatives in the coming months that will complement our fixed route service with specialized solutions to transportation challenges. Nearly 100,000 meals were served last year alone to Heritage students as well as our senior constituents and summer nutrition to the youth of Braddock, Pennsylvania – the organization's hometown. Heritage Community Initiatives is also honored to collect and distribute more than one ton of food, clothing, books and toys to distribute to families in need during the holiday season.

Position Summary

The Pre-K Count Lead Assistant Teacher's key focus is to provide high quality programming within their assigned classroom of 3-5 year olds, and must be committed to best practices according to Pre-K Counts regulations and guidelines. The Pre-K Count Lead Assistant Teacher must be passionate about the early care and education field and working with children. The Pre-K Counts Lead Assistant Teacher must be able to develop and facilitate developmentally, individually, and culturally appropriate practices and intentional teaching. All lesson plans must be based on each individual child's goals that come from the GOLD assessments and daily observations. The Pre-K Counts Lead Assistant Teacher must also be consistent and intentional with helping children learn and develop through play.

Responsibilities

- Establish and create a safe, nurturing environment where children can play and learn
- Assist in designing weekly lesson plans that align with the Pennsylvania Early Learning Standards and the Creative Curriculum
- Assist in creating and implement individualized student goals based on assessment data using Teaching Strategies Gold
- Assist in helping complete Gold Assessments on each child in February, May, and October of each calendar year when needed by the PKC Lead Teacher.
- Support the physical, social, and emotional development of all students
- Participate in all Pre-K Counts events and activities
- Complete all trainings mandated by Pre-K Counts and STARS

- Have 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, Woodland Hills School District, and Heritage Community Initiatives
- Cultivate positive relationships with families, teachers, state licensing authorities, community contacts and our partners from the Woodland Hills School District

Qualifications and Skills

- Bachelor's degree in Early Childhood, must have current ECE certification
- 2 years' experience in an early childhood setting mandatory
- Outstanding customer service skills, strong organizational skills, and the ability to multi-task and manage multiple situations effectively
- Demonstrate computer literacy
- CPR, First Aid, and Fire Safety or willingness to obtain
- Current FBI, Child Abuse, National Offender (NSOPW), and Criminal Background clearances or 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.

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.