

Early Impact Preschool Teacher

Position Status: Full Time | Salary | Exempt

Schedule: Monday – Friday during business hours and occasional evenings or weekends for events or training

Primary Location: 600 E. North Ave., Pittsburgh, PA 15212 (North Side)

Parking: Free parking is available on-site for staff members

Benefits: Fully paid medical, dental, vision, HRA, FSA, life, and disability; 401k contribution after eligibility is met; supportive and encouraging work environment with casual dress code

Who We Are:

Urban Impact is a Christian community development ministry that desires to see lives holistically transformed in the North Side community one person, one family, and one block at a time who, in turn, make a powerful impact locally and globally for Jesus Christ. Our mission is to do our part in fulfilling Christ's Great Commission on the North Side of Pittsburgh by following His model of holistic ministry by investing in the lives of at-risk children, youth, and their families in order to develop mature, responsible followers of Jesus Christ. If you are a dedicated follower of Jesus Christ and believe you are called to be a fellow worker in this mission, then we invite you to review the duties and qualifications listed below.

Position Summary:

The Early Impact preschool teacher position is for the individual who has firmly decided to commit their lives to the communication and demonstration of the good news of Jesus Christ and is prayerfully called to help at-risk young children and their families develop holistically in an urban context. The Early Impact preschool teacher will pray; engage in the life of the community; build intentional relationships with young children and their families, hourly staff, and volunteers; preach the gospel; and assist the Early Impact department in carrying out the mission of Urban Impact Foundation. This position is responsible for helping to lead the Preschool Learning Sessions and Discoveries programs (pre-K). The goal of these programs is to help young children and parents of students at the pre-K level grow in the love and likeness of Jesus Christ and prepare for formal schooling and academic achievement.

Responsibilities:

- Provide insight for pre-K academic needs, vision for program (Preschool-aged Learning Sessions and Discoveries programs) and help write yearly strategic plans:
 - Evaluate the causes of pre-K education-related problems in the North Side community.
 - Evaluate previous year's progress and make adjustments to meet the needs of the community.
- Hourly staff and volunteer recruiting, mentoring and care:
 - Help develop and execute a plan for recruiting volunteers and hourly staff
 - Schedule regular meetings throughout the season with volunteers and hourly staff.
 - Train and disciple volunteers to more efficiently meet the goal of the Preschool Learning Sessions and Discoveries programs.
 - Plan and execute a procedure to show appreciation to volunteers and hourly staff after the program season.
- Disciple young children and their families:
 - Build relationships with young children and their families inside of assigned programs.

- Act as a role model of discipleship for volunteers by intentionally investing in a few young children and their families outside of program.
- Supervision of program:
 - Create a safe place by teaching and enforcing the loving atmosphere model and the discipline policy.
 - Plan and teach age-appropriate lessons in academic subjects and social/emotional skills.
 - Teach the word of God in programs and ensure students are being cared for spiritually.
 - Assess and manage all emergency situations.
- Administration of program:
 - Create schedule, acquire necessary space reservations, plan curriculum/activities and ensure that needed supplies and resources are available within budget constraints.
 - Collect registration forms, and track attendance and any additional necessary data.
- Assist in Early Impact department-wide efforts:
 - Work collaboratively with other Early Impact department team members.
 - Assist in other Early Impact department programs depending on schedule.
 - Work collaboratively with other departments on behalf of the Early Impact department.
- Carry out the spiritual mission of Urban Impact.
- Lead others in spiritual maturity.
- Conduct Bible studies with UIF students and/or families.
- Pray with UIF students and families individually or as a group on a regular basis.
- Assist others in participating in religious activities.
- Support raise after one year in position to help sustain the programs and position.

Education, Skills, and Clearances Required:

- Bachelor's degree preferably in Education with teacher certification.
- Ability to provide academic support to young children.
- Driver's license and clean driving record
- National and state background clearances will be required.

Preferred qualifications, education, and experience

- Ability to teach in small groups and individual settings.
- Ability to work in a variety of environments.
- Proficiency in multi-tasking and ability to establish priorities.
- Ability to recruit, lead, supervise, motivate, and train hourly employees and volunteers in ministry.
- Ability to set and implement goals.
- Strong organizational skills and ability to work as a team with other staff members.
- Experience in teaching the word of God.
- Proficiency in MS Word, Excel, PowerPoint, Outlook, and Publisher.

Organizational Requirements:

- Urban Impact employees are expected to be a living example of the mission of Jesus. At Urban Impact Foundation, we don't just want our staff to be highly qualified in their professional skills. Since ministry is a holy calling, our staff must be believers in and committed followers of Jesus Christ, morally sound, and committed to the vision of Urban Impact. We require that our spiritual

beliefs, detailed at <https://uifpgh.org/our-beliefs>, are not only to be understood and believed, but also lived out in the everyday lives of our staff.

- This is a support-raised position that is required to raise funds to cover its salary
- Must be willing to move to the North Side of Pittsburgh within a reasonable period of time after hire.
- Attend any “all-hands-on-deck” events.
- Attend weekly staff meeting.

Physical Requirements:

- This position functions in a normal office environment that requires the ability to successfully interface with standard office equipment such as computers, printers, copiers, fax, telephones, etc.
- Ability to lift and carry small children up to 40 pounds in case of emergency
- Frequent light work that includes moving objects up to 20 pounds.
- Seldom medium work that includes moving objects up to 50 pounds.
- Seldom travel to local schools and venues for programs and meetings and move about various school buildings, athletic fields, and other facilities.
- Frequently communicating with others to exchange information related to the position and mission of the organization. Occasionally works in outdoor weather conditions
- Frequently requires sedentary work that primarily involves sitting/standing.
- Frequently moving about to accomplish tasks or moving from one worksite to another.
- Occasionally work in high-noise environments.
- Occasionally operates motor vehicles

How to Apply:

If you are interested in a growing, dynamic ministry and possess the job qualifications listed above, please email your resume, a cover letter of interest, and a brief statement of faith to:

humanresources@uifpgh.org.

This description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job. It is intended to be an accurate reflection of the essential job elements.