



**Phinney Neighborhood Association  
Two's Teacher Job Announcement, 6-8 hours a week  
August 1, 2017**

### **Position Overview**

Phinney Neighborhood Preschool Co-op (PNPC) is a vibrant, community-based cooperative preschool which fosters the social, emotional, physical, and mental development of young children through play-based, structured learning in a nurturing and connected community. This position is responsible for teaching a class of 18 two-to-three-year old children twice per week. There are 9 parent volunteers in the class every day, and this position is also responsible for leading and instructing the parents. Classes run between September and mid-June, with student home visits and teacher meetings start in August. Salary is \$800-\$900 per month, depending on experience.

- Classes are held in the “Red Room” at the Phinney Neighborhood Center (6532 Phinney Avenue North)
- Class days and times are currently Tuesday and Thursday 9:30AM - 11:30AM. Set up and clean up are an additional 1-1.5 hours per day
- Expected enrollment is 18 children with 9 parents assisting in class every day and a North Seattle Community College parent educator in class approximately once a week
- Paid professional development and in-service days
- Competitive salary based on experience with potential bonuses based on parent evaluations
- This position reports to PNPC Head Teacher

### **About PNPC**

PNPC is an independent, cooperative preschool which was established by parents in 1981. We are a program of the Phinney Neighborhood Association and are governed and operated by a twelve-member parent Advisory Board. We offer six classes for children from infant to five years old, each with its own unique “play-based” curriculum. We employ five teachers, including a Head Teacher who sits on the Board and leads and supports the other teachers. We also contract to provide parent education for each of our classes. All PNPC parents are required to work in their child’s class one day a week and have a class or “all-school” job.

### **About the Phinney Neighborhood Association**

The mission of the [Phinney Neighborhood Association \(PNA\)](#) is to build, engage, and support our diverse community through programs, services, and activities that connect neighbors and foster civic engagement.

Headquartered in a former elementary school, the PNA has developed an active community center that not only serves as a focus of the Phinney/Greenwood neighborhood, but offers programs and activities that reach far beyond the immediate neighborhood, at five different sites in Phinney, Greenwood, and Ballard. Current programs include four preschool cooperatives, a licensed preschool and school age program at Whittier Elementary, a hot meal program, programs for seniors, including the Greenwood Senior Center, PNA Village, a Community Technology Center, an art gallery, a tool lending library, a community education program, a business membership program, family memberships, room rentals, and countless special events that bring

friends and neighbors together. We co-sponsor a summer farmer's market and weekly contra dancing and folk music concerts. PNA serves over 20,000 people each year, has 75 staff, 1,500 volunteers, and an annual budget of \$2.9 million.

### Essential Responsibilities

- Create and lead an enjoyable and developmentally-appropriate Twos program to meet the intellectual, physical, emotional, and social needs of two- and three-year old children through the use of creative play activities
- Provide activities that encourage curiosity, exploration, and problem-solving appropriate to the developmental level and learning style of each child
- Monitor and assess the development of each child and communicate openly and proactively with families about their child's progress
- Plan monthly curriculum and communicate it to parents
- Support and lead parent volunteers working with the children
- Coordinate use of shared spaces and materials with other preschool teachers
- Participate in classroom setup prior to start of school, and daily set up and cleanup of shared spaces
- Attend one monthly parent meeting and one monthly teacher meeting, as well as periodic in-service training, all-school events, and professional development workshops
- Encourage a classroom culture that celebrates children's diversity
- Foster a sense of community and inclusion for all preschool participants

### Qualifications

- Experience in early childhood education necessary
- Enthusiastic, warm, and caring personality with strong interpersonal and communication skills
- Experience (as a parent or teacher) in a cooperative preschool environment preferred
- Degree in Early Childhood Education (or related field) preferred
- Ability to evaluate, design, and implement curriculum
- Strong organizational skills in the fluid environment of a play-based classroom
- Ability to establish constructive relationships with children and adults
- Interest in the challenge and excitement of shaping a community-based program
- First Aid and CPR certified (classes are available through the Phinney Neighborhood Association)
- Must be willing to undergo a criminal history and background check
- TB test results required prior to employment

### Compensation

This is a part-time position requiring 6-10 hours a week September through mid-June. Salary is \$800-\$900 per month, depending on experience. Benefits include: 401(k) plan with employer match; self-paid Aflac products; and a free PNA household membership with reduced costs for classes and room rentals. The PNA is an Equal Opportunity Employer working towards a culturally-diverse workplace. Applicants representing the diversity of our community are encouraged to apply.

### To Apply

Please email a cover letter indicating your interest, how you meet the minimum qualifications, and a resume to [hr@phinneycenter.org](mailto:hr@phinneycenter.org). Position is open until filled.

Questions can be directed to Danielle Poll at [pnpc.chair@gmail.com](mailto:pnpc.chair@gmail.com)