



**Phinney Neighborhood Association
Phinney Neighborhood Preschool Co-op PreK Teacher Job Announcement
April 2024**

Phinney Neighborhood Association Mission

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. The PNA is committed to building a culture of equity and inclusion, believing that a diversity of staff, Board, and programming is essential to achieving our mission. We are looking for someone who is willing to work with *and* challenge this organization and the community to be our most respectful, accepting, and sympathetic selves.

Position Overview

We are looking for an enthusiastic, warm, and caring individual to teach our play-based co-op PreK class starting Fall 2024. Our PreK class serves 4 and 5 year old children and their parents/caregivers.

The PNPC PreK class meets Monday/Tuesday/Wednesday/Thursday from 9:30 a.m. – 1 p.m., and is held at the Phinney Center, 6532 Phinney Ave North.. The target enrollment in this class is 16 children and 4 working parents each class day. The position is approximately 25 hours per week: 14 hours in class; 8 hours for various other work (daily room set up/break down, monthly meetings, curriculum planning), plus 34-40 additional hours per academic year. This position reports to our Head Teacher.

Essential Responsibilities

- Create and lead an enjoyable and developmentally appropriate preschool program to meet the intellectual, physical, emotional, and social needs of children ages 4-5 through the use science/math/literacy/art activities
- Design and implement curriculum, and communicate it to parents.
- Encourage curiosity, exploration, and problem-solving appropriate to the developmental level and learning style of each child
- Provide a safe and supportive environment in which children can learn and practice appropriate individual and group behaviors
- Monitor and assess the development of each child and openly communicate with families about their child's progress
- Effectively collaborate with teachers and professional Parent Educator to design curriculum that meets the needs of the preschool community
- Actively participate in monthly parent meetings for each class, teacher meetings, periodic in-service events (3x/year), all-school events, and professional development workshops.
- Encourage a classroom culture that celebrates children's diversity and foster a sense of community and inclusion for all preschool participants
- Oversee parents'/caregivers' participation in the classroom, defining caregiver job responsibilities, and encouraging families to share their unique talents, interests, and experiences in a way that enhances their child's class as well as the larger preschool community
- Lead classroom response during emergency situations per PNPC safety plans

- Provide classroom or home visits prior to the start of school in the fall: 20-30 minutes per visit for approximately 10 hours total
- Lead room set up/break down daily. Our class moves between 2 different classrooms throughout the week, and shares materials with another class.

Qualifications

- Degree in Early Childhood Education
- Knowledge of child development theory and experience with the ability to provide activities for children that encourage healthy growth through play-based learning
- Ability to evaluate, design, and implement curriculum to help children prepare for kindergarten
- Enthusiastic, warm, and caring personality with strong interpersonal and communication skills with both children and adults
- Ability to establish constructive relationships with children and adults
- Experience (as a parent or teacher) in a cooperative preschool environment preferred
- Interest in the challenge and excitement of shaping a community-based program
- First Aid and CPR certified or ability to get certification when hired (classes offered by the PNA)
- Must be willing to undergo a criminal history and background check
- TB test results if required, based on international travel screening questions. Proof of MMR vaccine required
- Position requires some room set-up and take down, and ability to climb stairs and walk between buildings on Phinney Center campus.

Compensation

This is a part-time, hourly position, beginning in August with a few hours of prep and meetings with an hourly range of \$25-\$30 DOE. During the school year session (late August to mid-June) the position is approximately 25 hours per week: 14 hours in class; 8 hours for various other work (room set up/break down, monthly meetings, curriculum planning).

Benefits include: 401(k) plan with employer match; a flexible spending account; self-paid Aflac products; a free PNA household membership with reduced costs for classes and room rentals; 4 days of paid vacation and 4 days of paid sick days during the school year; and the following holidays are paid if the holiday falls on your workday: Veterans' Day Observed, Thanksgiving Break, Winter Break, Martin Luther King Jr. Day, Mid-Winter Break, Spring Break, and Memorial Day. The PNA is an Equal Opportunity Employer working towards a culturally diverse workplace. Applicants representing the diversity of our community are encouraged to apply. Benefits do not include health insurance.

To accommodate the right candidate, we are open to adjusting the PreK schedule to be Monday/Tuesday Thursday/Friday, please inquire.

About the Phinney Neighborhood Association

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 four different sites in Phinney, Greenwood, and Ballard. Current programs include two preschool cooperatives, a licensed preschool and school age program at Whittier Elementary School, a hot meal program, the Greenwood Senior Center, PNA Village, a tool lending library, a business membership program, family memberships, room rentals, and countless special events that bring friends and neighbors together. We co-sponsor a summer farmers market, weekly folk music concerts, and other community events. The PNA serves over 23,000 people each year, has 70 staff, 1,100 volunteers, and an

annual budget of \$3.6 million. The PNA is an Equal Opportunity Employer working towards a culturally diverse work place. Applicants representing the diversity of our community are encouraged to apply.

About Phinney Neighborhood Preschool Co-op

The Phinney Neighborhood Preschool Co-op (PNPC) is a parent-run preschool that provides a structured cooperative program designed to encourage the social, emotional, physical, and mental development of young children. PNPC offers classes from Parent/Infant through Pre-Kindergarten. Children and parents benefit from the cooperative classroom experience, led by a staff of nurturing early education teachers, and the community of participating families. Parents are additionally supported by the instruction and guidance of our parent educators.

To Apply

Please email a cover letter indicating your interest, how you meet the minimum qualifications, and a resume with references to parentcoordinator.pnpc@gmail.com. The position is open until filled, preference will be given to candidates who apply by May 3rd at 5 pm. Qualified applicants will be contacted via email to schedule a phone screening and follow up interviews.