



**Phinney Neighborhood Association
Ballard Preschool Co-op Teacher
March 14, 2018**

Position Overview

We are looking for an enthusiastic, warm, and caring individual to teach our Parent/Infant and Parent/Toddler classes at the Ballard Preschool Co-op (BPC) located in Loyal Heights. The Parent/Infant class meets on Tuesdays from 10:00 – 11:30 am with a maximum enrollment of 16 infants and 16 parents. The Parent/Toddlers class is held on Thursdays from 9:30 – 11:30 am and can include up to 16 children and 16 parents. The position is August – June each schoolyear.

About the Ballard Preschool Co-op (BPC)

Ballard Preschool Co-op, a program of the Phinney Neighborhood Association (PNA), is a parent-run cooperative preschool that provides a structured cooperative program designed to encourage the social, emotional, physical, and mental development of young children. We offer classes for children from infant to five years old, each with its own unique “play-based” curriculum. 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 educator.

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 farmers market and weekly contra dancing and folk music concerts. PNA serves over 25,000 people each year, has 85 staff, 1,700 volunteers, and an annual budget of \$3 million.

Essential Responsibilities

- Create and lead an enjoyable and developmentally appropriate preschool program to meet the intellectual, physical, emotional, and social needs of children ages 0-2 through the use of creative play activities.
- Design and implement curriculum, and communicate it to parents.
- Oversee parents’ participation in the classroom, defining parent 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.
- Monitor and assess the development of each child and communicate openly with families about their child’s progress.
- Provide a supportive environment in which children can learn and practice appropriate individual and group behaviors.
- Plan and communicate monthly curriculum to parents with activities to encourage curiosity, exploration, and problem solving appropriate to the developmental level and learning style of each child.

- Effectively collaborate with teachers and 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, 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.
- Participate in classroom setup prior to start of school, and daily set up and cleanup of shared spaces.

Qualifications

- Two or more years of experience teaching infants and toddlers ages 0-2 years old. Experience (as a parent or teacher) in a cooperative preschool setting preferred.
- Knowledge of child development theory and practice with the ability to provide activities for children that encourage healthy growth through play-based learning. Degree in Early Childhood Education or related field preferred.
- Ability to design, implement, and evaluate curriculum.
- Strong interpersonal and communication skills with both children and adults.
- Enthusiasm for and commitment to the collaborative nature of a cooperative preschool.
- Current certification of CPR, First Aid and HIV/Bloodborne Pathogens instruction, or ability to get certified upon hire (classes available at the PNA).
- Documented negative TB test.
- Position requires occasional lifting of up to 25 pounds, including room set-up and take down, and ability to climb stairs.

Compensation

This is a part-time position, beginning in August with a few hours of prep and meetings. From September through June the position requires approximately 7-9 hours per week, with a salary of \$850 - 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. Position is open until filled.

Questions can be directed to Kristina Herre, BPC All School Chair, at bpc.allschoolchair@gmail.com