



Phinney Neighborhood Association
Whittier Kids Preschool Teacher Job Announcement, 33 hours a week
December 6, 2018

Position Overview

The Whittier Kids Preschool Teacher is a part-time, school-year only position, teaching in our preschool program at Whittier Elementary in Ballard. This position is responsible for assisting the Lead Teacher in curriculum planning and implementation of developmentally appropriate play based curriculum for children ages 3-5. They will have the support and guidance of the Lead Teacher and the Program Supervisor.

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.

Whittier Kids provides a high quality licensed education and enrichment program at Whittier Elementary in Ballard. This program serves nearly 150 families with kids from preschool through fifth grade in four separate classrooms. We are dedicated to nurturing the social, emotional, and educational growth and development of preschool and school-age children in a caring environment. Whittier Kids offers a community-conscious curriculum that fosters creativity, builds social skills, supports individuality, and instills a love of learning.

Essential Responsibilities

- Supervises and facilitates curriculum activities and areas to promote positive learning experiences for the children in a harmonious, safe, and caring environment;
- Maintains appropriate standards for the children's behavior using non-punitive methods that teach self-discipline while supporting children's self-esteem;
- Provides careful and concentrated supervision of play areas to ensure children's safety and learning;
- Promotes mutual respect and models problem-solving skills;
- Creates environments, themes, and curricula that adhere to a play-based philosophy and speak to the needs and interests of the unique classroom community;
- Engages in ongoing, supportive communication with parents;
- Individualizes curriculum and environments to meet the needs and interests of each child;
- Collaborates with the Lead Teacher and Program supervisor on special events and long term planning;
- Attends and contributes to regular staff meetings and trainings;
- Assists with classroom upkeep and snack preparation;
- Works as a dynamic and positive member of the Whittier Kids team.

Qualifications

- Associate's degree or higher degree in early childhood education, child development, education, or related field
- A minimum of two years of experience and proven success working with children ages 3-5 years old
- Enthusiasm and interest in maintaining a career in the Early Childhood Education field
- Experience with the process of documenting observations and performing developmentally appropriate child assessments, working knowledge of Teaching Strategies Gold preferred
- Familiarity with Creative Curriculum preferred
- Knowledge of Washington State's Early Achievers program preferred
- Proven ability to practice non-punitive discipline methods
- Ability to pass a national criminal background check
- Current certification of CPR, First Aid and HIV/Bloodborne Pathogens instruction, or ability to get certified upon hire
- Documented negative TB test
- Food Handler's Permit
- Excellent decision making and critical thinking skills
- Team-orientation and appreciation for community-building mission of the PNA
- Ability to work in an open office environment
- Position requires walking, standing, bending over, crouching, occasionally lifting of up to 35 pounds, ability to climb stairs, and room set-up and take down

Compensation

This position closely follows the Seattle Public Schools calendar and is the school year only. It is 33 hour per week Monday through Friday position paying \$16.25/hour. Benefits include: health insurance; 401(k) plan with employer match; long-term disability insurance; a flexible spending account; self-paid Aflac products; a free PNA household membership with reduced costs for classes and room rentals; 2.5 weeks personal time off the first year, increasing annually; and paid holidays. We offer a convivial, positive, and flexible working environment. 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.

To Apply

Please email a cover letter indicating your interest, how you meet the minimum qualifications, and a resume to hr@phinneycenter.org. Position open until filled.

Questions can be directed to Kathy Valencik at kathyv@phinneycenter.org