



**Phinney Neighborhood Association
Phinney Cooperativa Preescolar en Español (PCPE)
Preschool Teacher Job Announcement, 6 hours per week, plus 3 hours per month
April 29, 2019**

About the PCPE Program

The Phinney Cooperativa Preescolar en Español (PCPE), a Spanish language cooperative preschool at 6532 Phinney Ave N., in the Phinney Center, is seeking a preschool teacher to join our unique community for our Grandes (ages 3-4) outdoor class (Fridays, 9:00 am-12:00 pm) starting in September 2019.

PCPE is the only Spanish-language preschool cooperative in the Seattle area, and our approach is a collaborative one, with the teacher leading parent-teachers to provide an explorative curriculum in a play-based, Spanish speaking environment. Our goal is to nurture and encourage the whole child and their developmental process in the context of community and in celebration of our diverse cultures. Teachers plan, organize, and teach a developmentally appropriate early learning program, working with parent-teachers, whom they coordinate and coach to be effective teaching assistants.

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

Position Overview

This is a 6 hour per week position as a Teacher for the outdoor classroom of The Phinney Cooperativa Preescolar en Español (PCPE). The hours include teaching and classroom prep. In addition, there will be a minimum of 3 evening hours per month to attend class and board meetings. Class meets on Fridays, 9:00 am to 12:00 pm, with a maximum enrollment of 18 children and 6 parents.

This Teacher is responsible for planning and executing the PCPE curriculum, emphasizing learning through concepts, exploration, interactions and creative play, early alphabetization, and literary stimulation. This position helps explore Spanish-speaking cultures through music, geography, cultural celebrations, and food.

Essential Responsibilities

Essential Duties and Responsibilities include the following. Other duties, responsibilities, and activities may change or be assigned at any time with our without notice.

- Using an outdoor classroom, create and implement a developmentally-appropriate educational program in Spanish for a class based on “positive discipline” and recognized research and best practices in the field of early childhood education, incorporating parent input
- Collaborate with other teachers to develop and distribute the monthly curriculum plan to the class families and the Board monthly, prior to its implementation
- Attend board meetings and all-school functions
- Train and supervise parent participation in the classroom, delegating roles as needed
- Work with parents and the parent educator to resolve classroom issues, mediate when needed, and identify school needs
- Communicate with parents regularly, and provide formal feedback to parents regarding child’s development two times per school year

- Administer the school supply fund, in collaboration with the Treasurer and the Facilities and Purchasing Manager
- Perform various administrative responsibilities to keep classroom efficient (e.g. ordering supplies, light janitorial tasks, coordination with parents on classroom job responsibilities)
- Develop a clear understanding of and actively support the cooperative model, including whom to contact for parent jobs
- Communicate with parents via email; you have the option to use additional forms of communications, but are responsible to keep up those alternative forms throughout the year

Qualifications

- Fluent Spanish speaker (native speaker preferred)
- 2-year or 4-year college degree and early childhood education certificate or a degree in education (may be substituted by applicable experience)
- A minimum of 3 years of experience teaching children in a preschool setting (or equivalent)
- Comfortable/familiar with child-directed and play-based learning, including the ability to integrate the surrounding natural environment into the curriculum where possible
- Able to work both independently and as part of a team with parent-teachers
- Demonstrated excellent communication and classroom management skills
- Excitement to get dirty and have fun while working outside, even in Seattle's wet and cold weather
- Team-orientation and appreciation for community-building mission of the PNA
- Familiarity with Microsoft Office products, including Outlook
- Current certification of CPR, First Aid and HIV/Bloodborne Pathogens instruction, or ability to get certified upon hire (classes available for free at the PNA)
- Documented negative TB test
- Position requires occasional lifting of up to 35 pounds, including room set-up and take down, ability to work outdoors in all weather, and ability to climb stairs and walk between buildings on Phinney Center campus

Compensation

This is a 6 hours per week, plus 3 hours per month hourly (non-exempt) Monday through Friday position paying \$19-20 per hour, depending on experience. Benefits include: 401(k) plan with employer match; paid sick leave; 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 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. Preference given to candidates who apply by May 27th at 5 pm. Questions can be directed to Lourdes Roque at lourdes@pcpeseattle.org.

For more details about the school, including its philosophy, please visit: <http://pcpeseattle.org/>