



Phinney Neighborhood Association Phinney Neighborhood Preschool Co-op Multi-Age (2-3's) Teacher

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.

Phinney Neighborhood Preschool Co-op Mission

Phinney Neighborhood Preschool Co-op (PNPC) is a vibrant, community-based cooperative preschool that fosters the social, emotional, physical, and mental development of young children through play-based, structured learning in a nurturing and connected community.

Position Overview

We are looking for an enthusiastic, warm and caring person to teach our Multi-Age Class at the Phinney Neighborhood Preschool Co-op located in Phinney Ridge. Our Multi-Age Class serves 2 and 3-year-old children. This is a part-time, hourly position, from September 2020 – June 2021, with some preparation and home visits in August. From September through June the position is approximately nine hours per week.

Due to the outbreak of the COVID virus and the unpredictable nature of the economy and public health mandates we are unable to guarantee normal hours at this time. We hope that we will be fully operational and back in our regular classrooms by the start of the school year, but are also planning for potential interruptions/changes to schedules and hours.

1) Fully operational and back in classrooms - full number of hours: 11 hours per week, plus 23-39 additional hours per academic year.

2) All classes offered online - decreased number of hours: 6 hours per week, plus 23-29 additional hours per academic year.

- Create and lead an enjoyable and developmentally appropriate preschool program to meet the intellectual, physical, emotional, and social needs of children ages 2-3 through the use of creative play activities
- 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 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, annual performance review and professional development workshops

Qualifications

- Degree in Early Childhood Education or related field, with co-op experience preferred
- Knowledge of child development theory and practice with the ability to provide activities for children that encourage healthy growth through play-based learning
- 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.
- Documented negative TB test.
- Proof of MMR immunization
- Position requires occasional lifting of up to 25 pounds, including room set-up and takedown, and ability to climb stairs.

Compensation

This is a part-time, hourly position, beginning in August with a few hours of prep and meetings with an hourly range of \$23-\$26 DOE. During the school year session the position is approximately 11 hours per week: 4 hours in class; 4 hours for room set up/break down; 1 hour to account for additional monthly meetings; and 2 hours of curriculum planning.

Additional hours per academic year may be required to advise on a school or student matter and must be approved in advance by the PNPC All-school Treasurer. This includes (but is not limited to) open houses, home visits, completing evaluations, room setup, and/or writing recommendations for a student. These additional hours are estimated to be between 23-29 and will not exceed 29 per academic year. If hours are not requested in advance they will not be paid.

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 days of paid vacation and 2 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. We offer a convivial, positive, and flexible working environment. The PNA is an Equal Opportunity Employer working towards a culturally diverse workplace. Applicants representing the diversity of our community are encouraged to apply.

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 five different sites in Phinney, Greenwood, and Ballard. Current programs include four preschool cooperatives, a licensed preschool and school-age program at Whittier Elementary School, a hot meal program, the Greenwood Senior Center, PNA Village, an art gallery, 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 and weekly contra dancing and folk music concerts. The PNA serves over 27,000 people each year, has 85 staff, 1,700 volunteers, and an annual budget of \$3.5 million.

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 to hr@phinneycenter.org. The position is open until filled. Qualified applicants will be contacted via email to schedule a phone screening and follow up interviews.