



**Phinney Neighborhood Association  
Ballard Preschool Co-op Infants & Toddlers Teacher  
July 2020**

**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.

**Ballard Preschool Mission**

Our co-op aims to provide a part-time structured cooperative program designed to encourage the social, emotional, physical, and mental development of young children. It is also intended to be a resource and nucleus of support for participating families.

**Position Overview**

We are looking for an enthusiastic, warm, and caring individual to teach our Infants & Toddlers classes starting Fall 2020. Our Infants class serves children under 1 and our Toddlers class serves children up to 2 years old. All Ballard Preschool Co-op (BPC) classes are held at the Northwest Christian Church.

**Employment Details**

This is a part-time, hourly position, beginning in August, for the school year only, with a few hours of prep and meetings. During the school session the position is 8.5 hours per week, which is inclusive of class, meeting & prep time. Employees are expected to work only the number of hours they are scheduled for and any hours outside of that are to be pre-approved by the BPC All School Chair.

The schedule for classes is:

Infants- Tuesday 10am - 11:30am

Toddlers- Thursday 9:30am - 11:30am

Additional time may occasionally be required to advise on a school or student matter, and must be approved in advance by the All School Chair. This includes (but is not limited to) open houses, home visits, board meetings, completing evaluations, or writing recommendations for a student. These hours will not exceed 12 per academic year. The target enrollment in this class is a maximum of 16 children and 16 working parents each day.

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

*In accordance with state regulations we intend to begin school in one of three ways:*

*1) Fully operational and back in classrooms - full number of hours.*

*2) All classes offered online - decreased number of hours.*

*3) Smaller number of students in each class per public health so this may change the number of hours.*

*This may change throughout the school year in order to remain in compliance with regulations.*

## Essential Responsibilities

- Encourage a classroom culture that celebrates children's diversity and fosters a sense of community and inclusion for all preschool children and parents.
- Design and implement curriculum, in collaboration with teachers and parent educator, and share it monthly with parents with activities to encourage curiosity, exploration, and problem solving appropriate to the developmental level and learning style of each child.
- 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.
- Actively participate in monthly parent meetings for each class and periodic All-School events, attend school open houses, and facilitate a beginning of year class orientation.
- Rotate with other teachers to facilitate monthly teacher meetings, and participate in in-service events and professional development workshops, assisting with creating ongoing professional development and mentoring opportunities for teachers.
- Rotate with other teachers to attend monthly Board meetings and bring teacher concerns and issues to the board's attention.
- Coordinate with other teachers to make biannual purchases for curriculum, arts, and teaching supplies; communicate purchasing needs to All-School Operations manager throughout the year.
- Foster and maintain cooperative relationships between teachers, parent educators, board members, and BPC membership, which may involve serving on committees.

## Qualifications

- Two or more years of experience teaching preschoolers, up to 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

## Compensation

This position requires a minimum of 8.5 hours a week, including time in class, preparing for class, and attending monthly meetings. Salary is \$23-\$26 DOE. Benefits include: yearly training stipend of \$150 for up to 8 hours; 401(k) plan with employer match; self-paid Aflac products; self-paid ORCA pass; summers off, paid vacation and sick days; and paid holidays. 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.

## To Apply

Please email a cover letter indicating your interest, how you meet the minimum qualifications and a resume to [hr@phinneycenter.org](mailto: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.

## **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 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.