



Phinney Neighborhood Association
Phinney Neighborhood Preschool Co-op 3's Teacher
September 4, 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.

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

The PNA is committed to building a culture of equity and inclusion, believing that a diversity of staff, Board, and programming is essential to achieving our mission. We are looking for an enthusiastic, warm, and caring individual to teach our Three's (3's) class starting Fall 2020. Our 3's class serves 3 – 4 year old children. The PNPC 3's class is held at the Phinney Center, 6532 Phinney Ave North. This position reports to the PCPE Board of Directors.

Employment Details

The PNPC 3's class meets Monday/Wednesday/Friday from 9:30 – 12 p.m. The target enrollment in this class is 18 children and 6 working parents each class day.

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 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/back in classrooms - full number of hours: 16.5 hours per week, plus 23-39 additional hours per academic year.
- 2) All classes offered online - decreased number of hours: 9 hours per week, plus 23-29 additional hours per academic year.

Essential Responsibilities

- Create and lead an enjoyable and developmentally appropriate preschool program to meet the intellectual, physical, emotional, and social needs of children ages 3-4 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, and professional development workshops

Qualifications

- Degree in Early Childhood Education, or equivalent amount of experience working with preschool age children. Experience in a co-op setting a plus.
- 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 evaluate, design, and implement curriculum
- Strong interpersonal and communication skills with both children and adults
- Enthusiasm for and commitment to the collaborative nature of a cooperative preschool
- First Aid and CPR certified or ability to get certification when hired (prerecorded classes offered by the PNA)

Compensation

This is a part-time, hourly position, beginning in August with an hourly range of \$23-\$26 DOE. During the school year, the position is approximately 16.5 hours per week: 7.5 hours in class; 6 hours for room set up/break down; 1 hour to account for additional monthly meetings; and 2 hours of curriculum planning.

Additional hours may be required to advise on a school or student matter and approved in advance by the PNPC Board Treasurer. This includes (but is not limited to) open houses, home visits, completing evaluations, room setup, and/or writing recommendations for a student, estimated to be between 23-29 hours per school year.

Benefits include: 401(k) plan with employer match; long-term disability insurance; self-paid Aflac products; a free PNA household membership with reduced costs for classes and room rentals; 3 days of paid vacation and 3 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 also 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.

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.