



Phinney Neighborhood Association
Phinney Cooperativa Preescolar en Espanol Grandes & Pre-K's Teacher
November 10, 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 Cooperativa Preescolar en Espanol Co-op Mission

Phinney Cooperativa Preescolar en Español Co-op (PCPE) We aim to support and encourage the unique development of our children, to foster community, to celebrate diverse Latino cultures, and to reinforce Spanish language learning for generations to come.

Position Overview

PCPE is a monolingual Spanish cooperative preschool that provides a safe, nurturing and rich learning environment for both parents and children, encouraging and supporting the whole child and his/her development process in the context of community and in celebration of diverse Latino cultures. We are looking for a Spanish speaking individual who is enthusiastic, warm, and caring to teach our Grandes and Pre-K, ages 3 to 5, class starting immediately and ending June 2021. The PCPE class is normally held at the Phinney Center, 6532 Phinney Ave North but is currently operating remotely. This position reports to the PCPE Board of Directors.

Employment Details

Grandes class currently meets Mon/Wed/Fri 9:00-9:30

Pre-K class currently meets Tue/Thurs 9:00-9:30, and Fri 10:00-10:30

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. Currently classes are being offered via Zoom video conferencing, with plans to open small group outdoor classes as soon as deemed appropriate.

Play based classes are conducted 100% in Spanish. The PCPE has a small staff of 2 teachers and 1 parent educator, enriched by a large and vibrant community of parent volunteers.

Essential Responsibilities

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

- Create and implement a developmentally-appropriate educational program in Spanish for class based on recognized research and best practices in the field of early childhood education, incorporating parent input; present the program to class as a general curriculum plan
- Distribute the monthly curriculum plan to the class families and the Board by the 25th of each month, prior to its implementation
- Give a minimum of one week's notice prior to foreseeable changes in class routine, such as field trips
- Prepare and implement classroom activities and schedule, with the assistance of parents
- Attend all board meetings unless excused by a Co-Chair
- Attend All-School Functions

- Make every possible effort to meet the mission and goals of the preschool as set out in job description (a copy of which shall be posted and made available to the membership)
- Work in conjunction with the Board and Parent Educator to implement and support an educational environment based on a 'positive discipline' model of classroom management
- Understand and follow the PCPE Behavior & Discipline Agreement that will be agreed-to by all co-op families
- Prepare and make available an emergency lesson plan to the Teacher's Aide in case of a last-minute emergency.

Qualifications

- Fluent Spanish speaker (native speaker preferred)
- Must pass a federal and state criminal background check
- Experience teaching the designated age groups in an educational setting 2-year or 4-year college degree and early childhood education certificate or a degree in education (may be substituted by experience)

Compensation

This is a part time position of 30-38 weekly hours (see COVID limitations above), beginning November 2020 with an hourly range of \$23 - \$29 DOE. This position includes classroom teaching in addition to set up and break down of class and prep time and also a minimum of 4 hours of evening meetings per month.

Additional time may occasionally be required to advise on a school or student matter (including, but not limited to: open houses, completing evaluations, or writing recommendations for a student), and must be approved in advance by the Board Chair. These hours are not to exceed 6 hours per academic year.

Benefits include: health insurance, 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, SPS Winter Break, Martin Luther King, Jr. Day, SPS Mid-Winter Break, SPS 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 \$2.5 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.