



Phinney Neighborhood Association Phinney Neighborhood Preschool Co-op PreK Teacher 2021

Position Overview

We are looking for an enthusiastic, warm, and caring individual to teach our PreK class starting Fall 2021. Our PreK class serves 4-5-year-old children. The PNPC PreK class is held at the Phinney Center, 6532 Phinney Ave North.

Employment Details

The PNPC PreK class meets Monday/Tuesday/Wednesday/Thursday from 9:30 a.m. – 1 p.m. The target enrollment in this class is 16 children and 4 working parents each class day.

Due to the outbreak of the COVID-19 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 and continue to be prepared for potential interruptions/changes to schedules and hours. Presently, all classes are fully online (Zoom).

1) Fully operational and back in classrooms - full number of hours: 25 hours per week, plus 34-40 additional hours per academic year.

2) All classes offered online - decreased number of hours: 10 hours per week, plus 34-40 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 4-5 through the use science/math/literacy/art activities
- Design and implement curriculum and communicate it to parents.
- Encourage curiosity, exploration, and problem-solving appropriate to the developmental level and learning style of each child
- Provide a supportive environment in which children can learn and practice appropriate individual and group behaviors
- Monitor and assess the development of each child and openly communicate with families about their child's progress
- 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.
- Encourage a classroom culture that celebrates children's diversity and foster a sense of community and inclusion for all preschool participants.
- 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
- Provide classroom or home visits prior to the start of school in the fall: 20-30 minutes per visit for approximately 10 hours total

Qualifications

- Degree in Early Childhood Education
- Knowledge of child development theory and experience with the ability to provide activities for children that encourage healthy growth through play-based learning
- Ability to evaluate, design, and implement curriculum to help children prepare for kindergarten
- Enthusiastic, warm, and caring personality with strong interpersonal and communication skills
- Strong interpersonal and communication skills with both children and adults
- Ability to establish constructive relationships with children and adults
- Experience (as a parent or teacher) in a cooperative preschool environment preferred
- Interest in the challenge and excitement of shaping a community-based program
- First Aid and CPR certified or ability to get certification when hired (classes offered by the PNA)
- Must be willing to undergo a criminal history and background check
- TB test results if required, based on screening questions

Compensation

This is a part-time, hourly position, beginning in August for classroom prep and school meetings with an hourly range of \$25-27 DOE. During the school year session, the position is approximately 25 hours per week: 14 hours in class; 8 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 34-40 per academic year and will not exceed 40 per academic year.

Benefits include: health insurance, 401(k) plan with employer match; a flexible spending account; self-paid Aflac products; a free PNA household membership with reduced costs for classes and room rentals; 4 days of paid vacation and 4 days of paid sick days during the school year; and the following holidays are paid if the holiday falls on a scheduled workday: Veterans' Day Observed, Thanksgiving Break, Winter Break, Martin Luther King, Jr. Day, Mid-Winter Break, Spring Break, and Memorial Day. 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 (which is also on the National Register of Historic Places), the PNA has developed over the last 40 years into an active community-focused 501(c)(3) organization that not only serves as a community hub of the Phinney Ridge, Greenwood, and Ballard neighborhoods of North Seattle, but also offers programs and activities that reach far beyond the immediate area. The PNA's programs are housed at five different sites and serve seniors, children, and neighbors of all ages. The PNA co-sponsors a farmers market and weekly Contra dancing and folk music concerts, and partners with other organizations to bring additional programming. The PNA serves over 27,000 people each year, has 60 staff, 1,500 volunteers, and an annual budget of \$2.3 million. The PNA is engaged in an intentional and ongoing process to evaluate and ensure equity, diversity, and inclusion in all of its programs and practices. Learn more about our activities during the pandemic at phinneycenter.org/covid-work.

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.