



Phinney Neighborhood Association
On Call Substitute Teacher Job Announcement, hours vary
April 2021

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.

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 someone who is willing to work with *and* challenge this organization and the community to be our most respectful, accepting, and sympathetic selves.

This Whittier Kids Substitute Teacher position is a year-round, part-time, on-call position responsible for coordinating with the Whittier Kids teaching staff in education and general supervision of children enrolled in Whittier Kids. Our program currently serves school age children in three classroom spaces at Whittier Elementary in Ballard. Through August 2021, a Substitute Teacher may be called upon to work a 3 to 7.5 hour shift between the hours of 8:00 – 5:45 pm in K-1st, 2nd-3rd or 4th-5th grade classrooms.

Whittier Kids Preschool re-opens in September 2021, which will provide opportunities for working with 3 – 5 year-olds. School age care for kindergartener through fifth grader will also continue. Top candidates will have experience with a range of age groups and have a flexible schedule.

This position reports to the Whittier Kids Director.

Essential Responsibilities

- Supports the implementation of a variety of developmentally appropriate and theme-related curriculum to support a wide variety of learning objectives
- Supervises and facilitates activities and areas to promote positive learning experiences for the children in a harmonious, safe, and caring environment
- Maintains appropriate standards for children’s behavior using non-punitive methods that teach self-regulation while supporting children’s self-esteem, promoting mutual respect, and modeling problem-solving skills
- Complies with minimum DCYF licensing requirements described in Chapter 110-300 of the Washington Administrative Code (WAC)
- Consults with Program Director when difficult or unfamiliar situations arise
- Participates with other staff in daily room set-up and take down tasks
- Contributes to the appearance, décor, and learning environment of the classrooms
- Maintains a professional personal appearance as representative to the public for the enrichment program; and
- Builds strong community bonds through cooperation and collaboration with all Whittier Kids students, staff and families
- Attends required meetings and trainings
- Works as a dynamic and positive member of the Whittier Kids team

Qualifications

- Must be 18 years or older
- Child Development Associate or higher degree in early childhood education, child development, education or related field preferred
- A minimum of 1 year of experience and proven success working with preschool and/or school-aged children
- Demonstrates enthusiasm and interest in working with school age children
- Ability to implement activities appropriate to age group and program goals
- Ability to practice non-punitive discipline methods
- Ability to pass national criminal background check
- Current certification of CPR, First Aid and Bloodborne Pathogen training, within two weeks of hire
- Documented negative TB test, within one week of hire
- Documented Measles Mumps and Rubella vaccine
- Current Washington State Food Worker Card, within one week of hire
- Excellent decision making and critical thinking skills
- Team-orientation and appreciation for community-building mission of the PNA

Compensation

This position's hours vary based on program's needs. Hours fall between Monday through Friday paying \$17.00 hour DOE. Benefits include: 401(k) plan with employer match; paid sick leave; and a free PNA household membership with reduced costs for classes and room rentals. The PNA is an Equal Opportunity Employer working towards a culturally-diverse work place. 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 60 staff, 1,300 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 apply@phinneycenter.org.

Questions can be directed to Kathy Valencik at kathyv@phinneycenter.org