



Phinney Neighborhood Association
Preschool Teacher Job Announcement, 33 hours a week
July 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.

PNA's Whittier Kids (WK) is a licensed, non-profit preschool and school age program onsite at Whittier Elementary School in the Ballard neighborhood. WK Preschool's one-classroom model offers early childhood educators opportunities for professional growth, a supportive community workplace and loads of fun. Whittier Kids Preschool Teachers work alongside the Lead Teacher in planning and implementing play-oriented curriculum and environments for children ages 3 -5. Top candidates for the Preschool Teacher position will have a commitment to quality child care, strong communication skills, and an eagerness to learn new skills. This position reports to the WK Director.

Essential Responsibilities

With support and guidance from the Lead Preschool Teacher, Preschool Teachers work as classroom team leaders in:

- Classroom management: supporting students through daily schedules and routines, maintaining safety and cleanliness standards and promoting positive interactions.
- Planning and implementing play-oriented activities based Creative Curriculum studies.
- Conducting observations with the support of Teaching Strategies Gold indicators.
- Maintaining appropriate standards for children's behavior and engaging in effective positive guidance techniques.
- Collaborating with the Lead Preschool Teacher and WK Director on special events and long term planning.
- Attending and contributing to regular staff meetings and trainings.
- Assisting with classroom upkeep and snack preparation.
- Working as a dynamic and positive member of the Whittier Kids team.

Qualifications

- Associate's degree or higher degree in early childhood education, child development, education, or related field
- A minimum of two years of experience and proven success working with children ages 3-5 years old, preferred
- Enthusiasm and interest in maintaining a career in the Early Childhood Education field

- Experience with the process of documenting observations and performing developmentally appropriate child assessments, working knowledge of Teaching Strategies Gold, preferred
- Familiarity with Creative Curriculum, preferred
- Knowledge of Washington State's Early Achievers program, preferred
- Proven ability to practice positive guidance methods
- Ability to pass a national criminal background check
- Current certification of CPR, First Aid and HIV/Bloodborne Pathogens instruction, or ability to get certified upon hire
- Documented negative TB test, within one week of hire
- Food Handler's Permit, within one week of hire
- Excellent decision making and critical thinking skills
- Team-orientation and appreciation for community-building mission of the PNA
- Position requires walking, standing, bending over, crouching, occasionally lifting of up to 35 pounds, ability to climb stairs, and room set-up and take down

Compensation

This position closely follows the Seattle Public Schools calendar and is the school year only. It is 33 hour per week Monday through Friday position, paying \$17.00/hour. From late June until late August this position is on leave. WK Preschool Teachers have the option of working as an on call Substitute Teacher with Whittier Kids' School Age program during school breaks. Benefits include: health insurance; 401(k) plan with employer match; long-term disability insurance; a flexible spending account; self-paid Aflac products; a free PNA household membership with reduced costs for classes and room rentals; 2.5 weeks personal time off the first year, increasing annually; and paid holidays. We offer a convivial, positive, and flexible working environment. 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 questions about this position or a cover letter indicating your interest, how you meet the minimum qualifications, and a resume to apply@phinneycenter.org. Preference will be given to candidates who apply by July 23, 2021 at 5 pm.