



## Phinney Neighborhood Association

### Co-op Preschool Teacher Job Announcement, 12-15 hours a week

#### 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 Co-operative Preschool Teacher position is for our combined Chicos and Medianos classes of Phinney Cooperativa Preescolar en Español (PCPE). This role is responsible for planning and executing the PCPE Spanish immersion curriculum, emphasizing learning through play-based learning and social-emotional development through an emerging curriculum that builds on student's interests through concepts, exploration, and children's development. This position helps explore Spanish-speaking cultures through music, geography, cultural celebrations, and food. The teacher will need to be flexible to work with children, parents, childcare providers and the parent educator in a culturally appropriate way to include all the family's diverse backgrounds. This position reports to PCPE board.

The 12-15 hours per week for this include teaching and classroom prep. In addition, there will be a minimum of 3 evening hours per month to attend class and board meetings. The combined Chicos and Medianos class meets on Tuesdays and Thursdays from 9:30-11:30 am. In the future, there may be an opportunity for the Chicos class to meet separately (ages 1-2) on Wednesdays from 9:00 -11:00 when enrollment increases. For the time being, classes will be held outdoors at the Phinney Neighborhood Association (PNA) until further notice due to PCPE's COVID-19 protocols. At some point, there may be a possibility for classes to also meet indoors, but it will depend on the state of the pandemic, and will be determined by our school's health and safety officer.

#### Essential Responsibilities

- Using an outdoor classroom, create and implement a developmentally-appropriate educational program in Spanish for a class based on "positive discipline" and recognized research and best practices in the field of early childhood education, incorporating parent input
- Collaborate with other teachers to develop and distribute the monthly curriculum plan to the class families and the Board monthly, prior to its implementation
- Attend board meetings and all-school functions
- Train and supervise parent participation in the classroom, delegating roles as needed
- Work with parents and the parent educator to resolve classroom issues, mediate when needed, and identify school needs
- Communicate with parents regularly, and provide formal feedback to parents regarding child's development two times per school year
- Purchase supplies as needed, in collaboration with the Treasurer and the Facilities and Purchasing Manager

- Perform various administrative responsibilities to keep classroom efficient (e.g. light janitorial tasks, coordination with parents on classroom job responsibilities)
- Develop a clear understanding of and actively support the cooperative model, including whom to contact for parent jobs

### Qualifications

- Fluent Spanish speaker (native speaker preferred), including comfort in singing in Spanish while leading children through songs and activities
- 2-year or 4-year college degree and early childhood education certificate or a degree in education (may be substituted by applicable experience)
- A minimum of 3 years of experience teaching children in a preschool setting (or equivalent)
- Ability to redirect children's behavior in Spanish using Positive Discipline
- Comfortable/familiar with child-directed and play-based learning, including the ability to integrate the surrounding natural environment into the curriculum where possible
- Ability to work both independently and as part of a team with parent-teachers
- Demonstrated excellent communication and classroom management skills
- Excitement to get dirty and have fun while working outside, even in Seattle's wet and cold weather
- Team-orientation and appreciation for community-building mission of the PNA
- Familiarity with Microsoft Office products, including Outlook
- Current certification of CPR, First Aid and HIV/Bloodborne Pathogens instruction, or ability to get certified upon hire (classes available for free at the PNA)
- Documented negative TB test and Covid Vaccination
- Position requires occasional lifting of up to 35 pounds, including room set-up and take down, ability to work outdoors in all weather, and ability to climb stairs and walk between buildings on Phinney Center campus
- Ability to pass national criminal background check
- Other duties, responsibilities, and activities may change or be assigned at any time without notice

### Compensation

This is a 12-15 hour per week (non-exempt) Tuesday and Thursday morning position \$23-29/hour DOE. Benefits include: 401(k) plan with employer match; 3 weeks personal time off the first year, increasing annually; Christmas Eve – New Year's Day off; paid holidays; self-paid Aflac products; and a free PNA household membership with reduced costs for classes and room rentals. We offer a convivial, positive, and flexible working environment.

### 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. 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.

## To Apply

Please email a cover letter indicating your interest, how you meet the minimum qualifications, resume, or questions to [apply@phinneycenter.org](mailto:apply@phinneycenter.org). Preference will be given to candidates who apply by 1<sup>st</sup> October 2021 at 5 pm.