



Phinney Neighborhood Association
Lead Preschool Teacher Job Announcement, 37.5 hours a week
May 2022

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

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. WK relies on the Lead Preschool Teacher to set the tone for a respectful and safe environment for children and staff. The Lead Teacher guides the preschool team in planning and implementing play-oriented activities and classroom routines with the support of research based curriculum. This position reports to the WK Assistant Director. Top candidates for the Lead Preschool position will have a background in quality child care, strong verbal and written communication skills, and an eagerness to learn and grow in their practice.

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.

Essential Responsibilities

Under the supervision of the Director, Lead Teachers work as classroom team leaders in:

- Classroom management: establishing routines, maintaining safety standards and delegating teaching duties.
- Planning and implementing play-oriented activities based Creative Curriculum studies.
- Conducting and documenting observations with the support of Teaching Strategies Gold.
- Individualizing curriculum and environments to meet the needs and interests of each child.
- Maintaining appropriate standards for children's behavior and engaging in effective positive discipline techniques.
- Mentoring and general guidance of teachers in a manner that capitalizes on strengths and encourages collaboration.
- Engaging in ongoing supportive communication with parents, including quarterly parent teacher conferences.
- Collaborating with the 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

- Bachelor's degree or higher degree in early childhood education, child development, education, or related field
- Two years of teaching experience and proven success working with preschool children
- Experience as a Lead Teacher preferred
- Enthusiasm and interest in maintaining a career in the Early Childhood Education field
- Ability to delegate teaching responsibilities to teachers in a respectful, collaborative manner
- Experience with the process of documenting observations and performing developmentally appropriate child assessments, working knowledge of Teaching Strategies Gold, preferred
- Knowledge of Washington State's Early Achievers program, preferred
- Proven ability to practice positive guidance methods
- Familiarity with Creative Curriculum, preferred
- Ability to pass national criminal background check
- Current certification of CPR, First Aid and Bloodborne Pathogens Instruction, and documented negative TB test within two weeks 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 37.5 hour per week Monday through Friday position, paying \$20.00 - \$24.00 per hour, DOE. From late June until late August this position is on leave. WK Preschool Teachers have the option of working as an on call Substitute or Seasonal Teacher with Whittier Kid's 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.