



**Phinney Neighborhood Association**  
**School Age Child Care Teacher Job Announcement, 23.75 hours a week**  
**May 2022**

### **Position Overview**

Phinney Neighborhood Association's Whittier Kids (WK) is a licensed, non-profit preschool and school age program onsite at Whittier Elementary School in the Ballard neighborhood. WK Teachers work with their teams to provide fun and enriching experiences for kids from Kindergarten through 5<sup>th</sup> Grade. Top candidates will demonstrate enthusiasm for playing with kids and an eagerness to learn new skills. This position pays \$18.00 - \$21.00 per hour DOE, with benefits.

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 Whittier Kids Director, Teachers work as a collaborative team member in

- Planning a variety of developmentally appropriate and theme-related curriculum to support a wide variety of skills and interests
- Supervising and facilitating activities and areas to promote positive learning experiences for the children in a harmonious, safe, and caring environment
- Maintaining appropriate standards for the children's behavior using positive guidance techniques
- Maintaining familiarity with DCYF licensing requirements described in Chapter 110-300 of the Washington Administrative Code (WAC)
- Consulting with their Lead Teacher or WK Director when difficult or unfamiliar situations arise
- Participating with other staff in daily program set-up and take down tasks
- Assuming an equal share of the appearance, décor, and learning environment of the classrooms
- Maintaining a professional personal appearance as representative of PNA while on the Whittier Elementary campus
- Building strong community bonds through cooperation and collaboration with all Whittier Kids students, staff and families
- Engaging in ongoing supportive communication with parent
- 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

- High School diploma is required; Bachelor's degree with Early Childhood Education (ECE) credits is preferred
- Experience and proven success working with school age children
- Experience with positive guidance methods, is preferred
- Ability to pass national criminal background check
- Current certification of CPR, First Aid and Bloodborne Pathogens Instruction or ability to obtain it within two weeks of hire
- Documented negative TB test or ability to obtain within one week of hire
- Food Handler's Permit, or ability to obtain it within one week of hire
- Excellent decision making and critical thinking skills
- Team-orientation and appreciation for community-building mission of the PNA

## Compensation

During the school year, this is a 23.75 hour per week Monday through Friday position paying \$18.00 - \$21.00 per hour, DOE. During school breaks, weekly hours may increase to 33 per week. 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; 4 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.

## 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.

## 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](mailto:apply@phinneycenter.org). Preference will be given to candidates who apply by May 27, 2022.