



Phinney Neighborhood Association
BPC Parent Educator Job Announcement, 28 hours per month
August 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.

About BPC

Ballard Preschool Co-op (BPC), a program of the Phinney Neighborhood Association (PNA), is a parent-run cooperative preschool. Our mission is to provide a part-time structured cooperative program designed to encourage the social, emotional, physical, and mental development of young children. The program is also intended to be a resource and nucleus of support for participating families. We offer classes for children from infant to five years old, each with its own unique “play-based” curriculum. Children and parents benefit from the cooperative classroom experience, led by a staff of nurturing early education teachers and the community of participating families. Parents are additionally supported by the instruction and guidance of our parent educator.

Position Overview

We are looking for a warm, energetic, and knowledgeable individual to serve as the Parent Educator for the Ballard Preschool Co-op (BPC) starting in September 2022. The Parent Educator’s experience and philosophy should closely align with an individualized, play-based, cooperative preschool program. The Parent Educator serves as a non-judgmental sounding board for parents, and supports them by listening and providing information and resources on child development, behavior, and parenting. BPC is a program of the PNA; however, our preschool is located in Loyal Heights in the bottom floor of the Northwest Christian Church at 7503 18th Ave NW, Seattle, WA 98117. This position reports to the BPC board.

The Parent Educator sets their own schedule, which can vary from month to month, but is expected to attend a minimum of one day of each class per month. The Parent/Infant class meets on Tuesdays from 10:00 – 11:30 am with a maximum enrollment of 16 infants and 16 parents. The Parent/Toddlers class is held on Thursdays 9:30 – 11:30 am and can include up to 16 children and 16 parents. Because parents attend these classes, the Parent Educator facilitates a parenting discussion with half of the parents in the class twice per month.

The Twos class meets on Wednesdays and Fridays from 9:30 – 11:30 am with a maximum of 16 children. Parents attend one class per week. The 3-5s class is held on Tuesdays – Fridays from 12:15 – 3:15 p.m. There are typically 18-21 children enrolled in 3-5s with parents attending one class per week. There is no facilitated parent education program during class time for the Twos and 3-5s classes.

Essential Responsibilities

As a member of the Ballard Preschool Co-op staff, work closely with teachers, board of parent volunteers, and key class representatives to deliver a responsive and progressive Parent Education Program.

- Get to know each child and family through observation and participation in the classroom, at monthly class meetings, and through individual consultation.

- Share observations of each child with their family, highlighting strengths. Offer suggestions and resources to support the parent in addressing any problems or concerns.
- Act as a sounding board for families and teachers. Facilitate problem solving and assist in behavior management. Provide resources on typical child development and milestones. Refer families to community resources for education, enrichment and assistance.
- Actively participate in monthly parent meetings for each class, teacher meetings, periodic in-service events, all-school events, and professional development workshops.
- Create and facilitate parent education presentations for parents at monthly class meetings and one to two all- school meetings.

Qualifications

- Degree in Early Childhood Education, Counseling, Developmental Psychology, or related field with Co-op experience preferred
- Experience with adult group facilitation (e.g. PEPS leader)
- Availability to work a varied schedule during weekdays and attend evening parent meetings
- Knowledge of community resources for parenting and families
- Effective verbal and written communication skills
- Strong interpersonal and communication skills with children and adults
- Enthusiasm for and commitment to the collaborative nature of a cooperative preschool
- First Aid and CPR certified or ability to get certification when hired (classes offered by the PNA)
- Ability to pass national criminal background check

Compensation

This is a 28 hours per month, position, with a pay range of \$700-\$800 per month DOE. This position runs from September 2022 – June 2023. Benefits include: 401(k) plan with employer match; 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.

This position requires a time commitment of approximately 28 hours per month with the majority (16 hours) of that time spent in preschool classes. The remaining time includes the following:

- 1-2 hours/month for individual parent consultation via meetings and/or email
- 4 hours/month to attend monthly evening parent meetings
- 1-2 hours/month to attend staff meeting
- 2 hours/month for meeting preparation

To Apply

Please email a resume and a cover letter that indicates your interest and how you meet the minimum qualifications to apply@phinneycenter.org or upload at phinneycenter.org/jobs. Position is open until filled.