



Phinney Neighborhood Association
Lead School Age Child Care Teacher Job Announcement, 27.5 hours a week
Fall 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

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 relies on their Lead School Age Teachers to set the tone for a fun, respectful and enriching classroom environment for both kids and teachers. Top candidates will demonstrate strong verbal and written communication skills, a dedication to quality child care and an eagerness to grow in their practice. This position pays \$20.00 - \$23.00 per hour DOE, with benefits. Whittier Kids is currently offering a \$500 sign-on bonus.

Essential Responsibilities

Under the supervision of the Whittier Kids Assistant Director, Lead Teachers work as classroom team leaders in

- Creating developmentally appropriate environments, themes, and curriculum to support a wide variety of skill development and interests
- Supervising and facilitating activities and areas that 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
- Demonstrating awareness and responsiveness to DCYF licensing requirements described in Chapter 110-300 of the Washington Administrative Code (WAC)
- Consulting with the Director when difficult or unfamiliar situations arise
- Maintaining a professional personal appearance as a representative of Phinney Neighborhood Association 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 families
- Actively participating on the Whittier Kids Leadership Team
- Collaborating with the Director on trainings, 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 with Early Childhood Education (ECE) credits is preferred, but not required
- Two years of experience and proven success working with school age children (ages 5 -12)
- Experience as a Lead Teacher is preferred
- Ability to delegate teaching responsibilities in a respectful, collaborative manner
- Proven ability to practice positive guidance techniques
- Ability to meet DCYF requirements including passing national criminal background check
- Excellent decision making and critical thinking skills
- Team-orientation and appreciation for the community-building mission of the Phinney Neighborhood Association

Compensation

This is a 27.5 hour per week Monday through Friday position paying \$20.00 - \$23.00 per hour, DOE. 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; 3 weeks personal time off the first year, increasing annually; and 8 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 a cover letter indicating your interest, how you meet the minimum qualifications, and a resume to apply@phinneycenter.org.