



Phinney Neighborhood Association
Assistant Director of Programming Job Announcement, 40 hours a week
March 24, 2017

Position Overview

The Whittier Kids Assistant Director of Programming (ADP) is a full-time position responsible for ensuring a safe, caring, and academically and socially enriching high-quality program for preschool and school-age children. The ADP supports all aspects of our programs to ensure that quality, state-licensed programming is planned and delivered in our preschool room and three licensed school-age classrooms. Working with the Whittier Kids Director, the ADP will help hire and orient, supervise, mentor, and evaluate a team of thirteen teachers, including four leads. The ADP reports to the Whittier Kids Director, provides key input into program planning and budget development, is a member of the Whittier Kids Leadership Team, and is involved in implementing strategic goals, shaping program direction, and policy development.

Top candidates will have experience with preschool and K-5 populations, have experience with Washington State's childcare regulations (WAC), Early Achievers including Teaching Strategies Gold, School Age Program Quality Assessment, and Common Core standards. He/she will have staff management experience, enjoy collaborating with a talented multi-faceted team, and be eager to participate in a community-oriented program.

About the Phinney Neighborhood Association

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.

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, a hot meal program, programs for seniors, including the Greenwood Senior Center, PNA Village, a Community Technology Center, an art gallery, a tool lending library, a community education program, a business membership program, family memberships, room rentals, and countless special events that bring friends and neighbors together. We co-sponsor a summer farmer's market and weekly contra dancing and folk music concerts. PNA serves over 20,000 people each year, has 75 staff, 1,500 volunteers, and an annual budget of \$2.9 million.

Whittier Kids provides a high quality, licensed education and enrichment program at Whittier Elementary in Ballard. This program serves nearly 150 families with kids from preschool through fifth grade, in four separate classrooms. We are dedicated to nurturing the social, emotional, and educational growth and development of preschool and school-age children in a caring environment. Whittier Kids offers a community-conscious curriculum that fosters creativity, builds social skills, supports individuality, and instills a love of learning.

Essential Responsibilities

- Coaches teaching staff through curriculum review, classroom observations, and reflective feedback, and acts as a backup teacher when needed
- Supervises and evaluates lead teachers, teachers, and substitute teachers
- Schedules staff, reviews and approves payroll
- Coordinates and schedules field trips, family events, and parent education nights, and attends when necessary
- Participates in program quality initiatives: Program Quality Assessment (PQA) and Early Achievers (EA), including attending ongoing STARS trainings in Leadership & Management
- Member of Whittier Kids Leadership Team that oversees program functions including budget development
- Participates in hiring and onboarding new staff

- Communicates program information internally to staff and externally to parents
- Creates and maintains before and after-school club lists, and is responsible for locating missing students after school
- Reviews supply requests, purchases curriculum supplies, and reconciles credit card receipts

Qualifications

- An associate's degree or higher in child development, education, early childhood, or related field, or a combination of 30 credits in early childhood education with 100 STARS training hours. A BA or higher degree preferred
- Two or more years of program management experience in related field, preferably in a nonprofit setting
- Two or more years of experience supervising staff
- Three or more years of experience working with school-age and preschool children
- Working knowledge of program quality initiatives (Examples: Early Achievers, School Age Program Quality Assessment)
- A deep understanding of Early Achievers, Teaching Strategies Gold, and Common Core standards
- Experience planning and coordinating field trips
- Proven track record for building strong partnerships within the community, and developing positive and respectful relationships with staff, children, and parents, including a commitment to creating a culture of diversity and inclusion
- Excellent written and verbal communication skills; proven ability to communicate with children and adults in a positive and proactive manner
- Experience and interest in collaborative leadership and the ability to inspire and foster goodwill
- Computer proficiency with extensive experience using Microsoft Office, Outlook, and other software as required
- Must be at least twenty-one years of age, able to pass a national background check, have current certification of CPR and First Aid, a negative TB test, and Blood Borne Pathogen training
- Position requires walking, standing, bending over, crouching, occasionally lifting of up to 45 pounds, and room set-up and take down

Compensation

This is a 40 hour per week Monday through Friday position paying \$22-\$24/hour DOE. Regular hours are 10:00am-6:00pm. Requires the flexibility to adjust shift as needed to include early mornings, and occasional evenings and weekends. 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.

To Apply

Please email a cover letter indicating your interest, how you meet the minimum qualifications, and a resume to hr@phinneycenter.org. Preference given to candidates who apply by April 14 at 5 pm.

Questions can be directed to Cindy Lewan at cindyl@phinneycenter.org