



Phinney Neighborhood Association
Lead Preschool Teacher Job Announcement
31 hours per week, increasing in the fall, school year position only
April 28, 2017

Position Overview

The Whittier Kids Preschool (WKP) Lead Teacher position is responsible for planning and implementing, with a team of two other teachers, activities for our licensed preschool program, with an emphasis on play-based, developmentally appropriate programming, and safety practices. (Note: the program currently operates 4-5 hours per day, but in the fall it will shift to 6 hours per day). This position has the direct support and supervision of the Assistant Director of Programming. Top candidates will be highly capable of maintaining positive, respectful, and effective communication with students, parents and colleagues.

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

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

- Creating environments and curriculum that adhere to a play-based philosophy and speak to the needs and interests of the unique classroom community
- 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
- Managing child profiles in Teaching Strategies Gold
- Collaborating with the Assistant Director of Programming 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 non-punitive discipline methods
- Familiarity 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
- Food Handler's Permit
- 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 31 hour per week Monday through Friday position, paying \$18.00/hour. From June 27 until August 31, this position is on leave. Hours will increase to 35 hours per week starting in Sept, 2017, when we extend the preschool day to six hours. 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.

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 May 12 at 5 pm.

Questions can be directed to Cindy Lewan, Whittier Kids Director, at cindyl@phinneycenter.org