



Phinney Neighborhood Association
On Call Substitute Teacher Job Announcement, hours vary
Fall 2023

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 Substitute Teachers work with preschool and afterschool teams to provide fun and enriching experiences for kids from Kindergarten through 5th Grade. Top candidates will express enthusiasm for playing with kids of all age groups. Whittier Kids offers opportunities for both pre-scheduled and on-call substitute shifts. This position pays \$17.00 - \$19.00 per hour, DOE.

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 Assistant Director, Substitute Teachers contribute to the WK Team through:

- Supervising and facilitating activities that promote positive learning experiences for children in a harmonious, safe, and caring environment
- Supporting WK teaching teams through maintaining their classroom routines and practicing positive guidance techniques
- Maintaining familiarity with DCYF licensing requirements described in Chapters 110-300 of the Washington Administrative Code (WAC)
- Consulting with a Lead Teacher or a WK Director when difficult or unfamiliar situations arise
- Participating with other staff in daily program set-up and take down tasks
- Maintaining a professional personal appearance as representative of PNA while on the Whittier Elementary campus
- Working as a dynamic and positive member of the Whittier Kids team

Qualifications

- Must be 18 years or older
- Child Development Associate or higher degree in early childhood education, child development, education or related field preferred, but not required
- A minimum of 1 year of experience and proven success working with preschool and/or school-aged children
- Ability to implement activities appropriate to age group and program goals
- Ability to pass national criminal background check
- Current certification of CPR, First Aid and Bloodborne Pathogen training, within two weeks of hire
- Documented negative TB test, within one week of hire

- Documented Measles Mumps and Rubella vaccine
- Documented COVID 19 vaccine
- Current Washington State Food Worker Card, within one week of hire
- Excellent decision making and critical thinking skills
- Team-orientation and appreciation for community-building mission of the PNA

Compensation

This position's hours vary based on program's needs. Hours fall between Monday through Friday paying \$17.00 to \$19.00 per hour DOE. Benefits include: 401(k) plan with employer match; paid sick leave; and a free PNA household membership with reduced costs for classes and room rentals. 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

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 whittierkids@phinneycenter.org.

Questions about the position can be directed to whittierkids@phinneycenter.org.