



[www.fhpdx.org](http://www.fhpdx.org)

## Preschool for All Head Teacher

Friendly House values equity, diversity, and inclusion. People with lived experience in communities of color and other marginalized groups are encouraged to apply.

### Job Overview

The Preschool for All Head Teacher will work cooperatively within the teaching team to lead a preschool class for 3–5-year-olds, in line with the values of Friendly House and the Multnomah County Preschool for All (PFA) program. The preschool is a diverse class with some families participating through PFA and some families paying tuition according to our sliding scale. The PFA Head Teacher will facilitate the class in all aspects which include, but are not limited to, curriculum development and implementation, student assessment, family communication, coordination of services, documentation, and strict adherence to current health and safety guidelines, including modeling appropriate safety for students. The PFA Head Teacher is responsible for creating and maintaining a warm, child-centered, welcoming environment for students, families, and visitors.

This job is performed in classrooms at Friendly House, Friendly House playground, Wallace Park and the two-block walking route between Friendly House and the park. The program occasionally travels to other locations for field trips on foot and by bus. One of our buildings is non-ADA-compliant.

### Responsibilities and Duties

#### ***Plan and implement appropriate classroom curriculum***

- Lead teaching team by establishing daily routines, curriculum, and an inclusive classroom environment.
- Develop, plan, and implement activities that are developmentally appropriate and inclusive of all children (anti-bias curriculum).
- Set up learning centers in the classroom to facilitate implementation of the curriculum with support of the teaching team.
- Ensure the classroom and outdoor environments are adapted to meet the changing needs of the children.

### ***Classroom management***

- Develop a classroom schedule and routines that are predictable for the students with flexibility to accommodate the individual needs of all children in the class.
- Engage students experiencing big emotions using Positive Behavioral Intervention and Supports strategies.
- Using current health guidance, strictly adhere to and model all health and safety practices including but not limited to handwashing, cleaning of space, and sanitation of materials.

### ***Individualization***

- With families, establish individual goals for each student, plan activities that are designed to support the goals created, and track the progress students are making.
- Provide a balance of child and adult-led activities that allow children to develop skills as outlined in their individual goals.

### ***Involve families in the educational planning for their children***

- Establish working relationships with families through weekly written newsletters, family-teacher conferences (three times per year) and daily contact.
- Share progress toward individualized goals of children with the families through daily check-in and family/teacher conferences.
- Assist families in gaining awareness of child development and positive approaches to guiding children.

### ***Coordination of services***

- Participate in PFA coaching meetings.
- Participate in preschool team meetings to discuss needs of students and individualized modifications to curriculum and preschool environments.
- Participate in multidisciplinary team meetings, as invited, to discuss concerns about children and families.
- Work closely with therapists and MECP (Multnomah Early Childhood Program) specialists to support students with special needs.

### ***Documentation and reporting***

- Complete ongoing assessments through consistent observations of children engaged in an assortment of activities with a variety of materials and people.
- Maintain accurate record keeping and report information as requested.

### **Communication with preschool team and organization**

- Meet weekly with preschool team, provide guidance on individual goals for students, weekly curriculum, and lesson plans.
- Work closely with the teaching team and Children's Programs Director on family and/or child concerns.
- Check and respond to email and voicemail daily.
- Establish rapport and professional relationships with other staff and programs.

### **Qualifications**

1. A bachelor's degree in Early Childhood Education (ECE) or Child Development; **OR** a related degree with coursework that includes 30 quarter/20 semester college credits in ECE, Child Development, Elementary Education, or Special Education; and 3 years of experience teaching 3–5-year-old children in an early childhood education setting; and STEP 8.5 or higher on the Oregon Registry or equivalent combination of education and experience.
2. Must be registered in the Child Care Division Central Background Registry.
3. Must be 18 years of age or older.
4. Must obtain a Food Handlers Card, and First Aid/CPR Certifications within 60 days of employment.
5. Must take a *Recognizing and Reporting Child Abuse and Neglect* class within 60 days of employment.
6. Physical requirements include the ability to:
  - routinely lift 50 pounds.
  - bend, stoop, twist and sit on the floor with children.
  - run after children.

### **Requirements**

#### **Knowledge of:**

- General principles and best practices of early childhood education.
- Anti-bias curriculum and developmentally appropriate curricula for preschoolers.
- Social-emotional support curriculum (Positive Behavior Interventions and Supports or similar).
- Office of Childcare rules for preschool programs.
- Friendly House's mission, vision, and values.

**Skills:**

- Excellent oral and written communication skills with adults and children.
- Talents or areas of expertise that can be shared through class curriculum.
- Good organizational and time management skills.

**Ability to:**

- Lead preschool teaching team's implementation of curriculum, observations, developmental assessments, and individualized skill development for students.
- Supervise children in an appropriate, positive manner.
- Actively participate in activities with preschool-aged children.
- Incorporate Friendly House mission, vision, and values into your work life.
- Work cooperatively with preschool and after school teams and all Friendly House staff members, understanding that all programs support the fulfillment of the mission.
- Work independently with little supervision.
- Maintain confidentiality.
- Be culturally responsive.

**Benefits**

Health and dental package valued at \$5,000/year and up to a 4% employer match on employee contributions to our 403(b) retirement plan, paid vacation, sick leave, and holidays (prorated based on FTE). Free access to day camps for employees' children ages 5–12 (winter, spring break, and summer camp), as well as free after-school care for children ages 5–12. At least a 50% discount on preschool fees for children ages 3–5 who meet all other enrollment eligibility. Steeper discounts will be made available for families who qualify for scholarships. A Friendly House fitness membership and discounts on some activities are also provided.

**Send resume and cover letter (required) to:**

**Email (PDF preferred):**

[hr@fhpx.org](mailto:hr@fhpx.org)

**Mail:**

Hiring Manager  
Friendly House, Inc.  
2617 NW Savier St.  
Portland, OR, 97210

Updated: 6/22/2022 RF

**Reports To:** Director of Children's Programs

**Posting URL:** <https://www.fhpdx.org/jobs/>

**Travel Required:** Occasional travel to attend meetings, training, and some light traveling to local stores for supplies.

**Position Type:** Full time/exempt. 40 hours per week. \$49,920-\$58,468.80 per year, depending on experience, education, and Oregon Registry step level.

**Job Conditions:** This job is performed in classrooms at Friendly House, the Friendly House playground, Wallace Park and the two-block walking route between Friendly House and the park. The program occasionally travels to other locations for field trips on foot and by bus. One of our buildings is non-ADA-compliant. All FH staff members will be expected to adhere to state and local guidance on COVID-19 safety measures.

**Date Posted:** 6/22/22

**Posting Expires:** TBD

### **Notice of Non-Discrimination**

Friendly House values equity, diversity, and inclusion. People with lived experience in communities of color and other marginalized groups are encouraged to apply. It is the policy of Friendly House to treat all people with dignity and respect. The agency prohibits discrimination based upon race, sex, religion, color, gender identity, age, national origin, marital or familial status, pregnancy, sexual orientation, citizenship status, military service, veteran status, housing status, source of income, political affiliation, union affiliation, physical or mental disability or other protected status in accordance with applicable law. In addition, we shall not discriminate against minority-owned, women-owned or emerging small business.

### **About Friendly House**

Friendly House, a nonprofit neighborhood center and social service organization, promotes the interdependence of people from all walks of life to meet educational, recreational and human-service needs in the Portland Metropolitan area. Friendly House creates opportunities for people of all income and age groups to increase social capital, which we define as the bonds that encourage mutually beneficial support. We operate two major programs in Northwest Portland: Community Services and our Children's Programs. Founded in 1930, the organization has remained true to its settlement house roots, giving special attention to the needs of people facing extraordinary challenges, including children, low-income families, older adults and LGBT+ older adults, to assure their inclusion in the fabric of society. We encourage applicants to visit our website ([www.fhpdx.org](http://www.fhpdx.org)) to learn more.