



Hancock Street Preschool

Job Opportunity: Teacher of Three-year-old Class, Hancock Street Preschool

The Position

Hancock Street Preschool is seeking a teacher for its three-year-old class which meets on Tuesday and Thursday mornings. The position begins August 2025, with some additional paid duties and training prior to August.

About Hancock Street Preschool

Hancock Street Preschool (HSP) is dedicated to excellence in early childhood education, providing a developmentally appropriate, play-based curriculum with meaningful real-world experiences. HSP promotes an environment which encourages creativity, curiosity and community, and embraces the role of life-long learner for children and adults. HSP is committed to a strong home-school partnership, honoring the diversity of our families, upholding our community traditions, and welcoming the uniqueness of each individual. In our 40 years of operation we have enjoyed the service of just three Educational Directors.

HSP is a cooperative preschool for three and four-year-old children located in Northeast Portland at Hancock & 16th Ave. The preschool operates under the direction of its teachers, who are employed by the Board of Directors on behalf of the parent membership. The teachers determine and deliver curriculum and maintain standard procedures for the school programs. The parent membership of the cooperative is responsible for the organization, funding, and administration of the school programs. Parents hold Board positions or committee jobs. They assist the teachers in the classroom on a rotating basis maintaining a minimum of four adults present throughout the school day.

Responsibilities

Work with children:

- Plans, implements, and assesses a developmentally-appropriate program for three and four-year olds, using a play-based learning curriculum.
- Organizes the classroom and updates classroom materials to maintain an environment to interest and challenge children.
- Provides regular opportunities and consistent support for social, emotional, and intellectual growth.
- Acts as a consultant regarding typical growth and development of children.

Work with families:

- Works closely with the Board and parent membership.
- Trains parent helpers and supervises their classroom participation.
- Attends monthly meetings of the Board.
- Works with the Board to plan and conduct periodic meetings, parent education, and community events, fewer than one monthly.

- Conducts parent conferences in February.

Work with Teaching Partner:

- Meets weekly with the Blue Class Teacher (often referred to as teaching partner) to plan and organize classroom activities and to collaboratively implement the school curriculum.
- Collaborates with teaching partner to provide a well-maintained classroom and rotate educational elements to keep the school feeling refreshed and inviting.
- Communicate on a regular basis with teaching partner to relay timely events, service plans, classroom needs, and seek collaboration for classroom management.
- Works with teaching partner to keep various material storage areas, school hallways, and courtyard storage well maintained.
- Collaborate with teaching partner to thoughtfully train new families on HSP committee assignments and tasks. Also works with teaching partner to provide a thorough classroom helper shift training session prior to the beginning of the school year, as well as additional training (as needed) for new families who join the school mid-year.

Work with HSP:

- Maintains organizational communication including email and phone with the Board, co-op families, and co-teacher.
- Pursues continuing professional development with reimbursement according to contract details.
- Engages with the Parent-Child Preschool Organization (PCPO) and other PCPO teachers.

Qualifications

Minimum Requirements:

- Bachelor's degree in education or related field OR commensurate hands-on experience in early childhood education
- Must complete CPR training and basic first aid training by start of position
- Able to pass State of Oregon background check
- Able to provide references.

Preferred Qualities:

- Experience with cooperative preschools
- High sense of responsibility and dependability.
- Willingness to solve problems, be patient, and remain positive and fun.

If you are missing any of the qualifications listed, or only have experience/expertise in one subject area please don't be discouraged! We love teaching like-minded humans! Please still apply if you are enthusiastic about this work and think you would be a strong fit.

Physical Abilities & Working Conditions:

The physical abilities, working conditions, and other conditions of employment listed in this document are representative of but are not intended to provide an exhaustive list of the requirements for positions in this classification. Candidates must, with or without accommodation, be able to perform the following tasks:

- Vision: Ability to read small print, observe play at near and far distances, .
- Hearing: Ability to tolerate exposure to noisy conditions and differentiate between foreground and background noise to understand conversations.
- Speech: Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over play
- Mobility: Ability to use hands to grasp, and manipulate small objects; twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects. Sit, stand, step over objects, walk on many surfaces, access playground spaces
- Strength: Ability to lift, push, pull, and/or carry objects that weigh up to 50 pounds frequently.
- Environmental Requirements: Ability to encounter constant work interruptions; work cooperatively with others; work independently; work indoors and outdoors.
- Mental Requirements: Ability to read, write, understand, interpret, and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgment and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction

What HSP Offers:

- An inclusive, supportive, and growth oriented workplace
- A collaborative, people-oriented culture

Compensation

Pay is dependent on experience and qualifications. The position is non-exempt salaried. Total compensation package for this part time role \$22-25,000 annually

To Apply

Please send cover letter and resume to president@hancockstreetpreschool.com