

**JOB TITLE:**

Associate Educator

DESCRIPTION OF PARK AVENUE SYNAGOGUE:

Park Avenue Synagogue (PAS) is one of the largest Conservative congregations in North America. Located on Manhattan's Upper East Side, the synagogue includes staff of more than 180 talented individuals, who together with our world-class clergy team, serve a membership of 1,800 households. Our thriving Adult Programming, Penn Family Early Childhood Center, Congregational School, Youth, Teen, and Young Family Education departments provide high quality and inclusive Jewish educational, social, and worship opportunities to our members and the community at large.

DESCRIPTION OF JOB:

We are seeking an Associate Educator to be employed in the Synagogue's Penn Family Early Childhood Center (ECC) for the 2025-2026 school year. This is a full-time ten-month position. The ideal candidate will commit to a learning philosophy that is developmentally appropriate with a progressive curriculum, balanced in play and educator-directed activities. You will work in a team of three educators which includes an Assistant and Head Educator. This position will report directly to the Director and Assistant Directors of the Early Childhood Center. Becoming part of the faculty of educators at the ECC requires an individual to remain self-aware and self-reflective in forming and evaluating professional goals to develop in their role. "At Penn Family Early Childhood Center, we are all growing". If you are passionate about education, this may be the role for you!

RESPONSIBILITIES:

- Collaborate in the planning, preparing, and implementing curriculum under the guidance of the Head Teacher.
- Propose and execute curriculum ideas based on understanding of school pedagogy
- Work with the teaching team to prepare all necessary materials and maintain classroom cleanliness and organization.
- Assume Head Teacher responsibilities in their absence
- Assist in parent communications such as check in calls, conferences, and daily/weekly updates on Remini platform.
- Participate in report writing.
- Work with children in whole groups, small groups, and individually.
- Implement and reinforce agreed upon management strategies.
- Work cooperatively with all staff and teaching partners.
- Collaborate with the Head Teacher and assigned mentor (if applicable) to create goals that target professional growth and development.
- Meet 1:1 weekly with Head Teacher and Mentors (if applicable) to evaluate goals.
- Follow all policies and procedures outlined in Penn Family Early Childhood Center's staff handbook as well as the Park Avenue Synagogue staff handbook.

PHYSICAL REQUIREMENTS:

- Facilitate learning across various environments and situations such as: communicating at eye level, sitting on the floor or at child sized tables to engage with students, lifting a child in duress, offering a lap to a child in need.
- Toileting is an integral aspect of the developmental learning process at the ECC. Educators need to be prepared to change diapers for all students. This includes lifting children onto a changing table or toilet seat as needed.
- Stair walking is the culture at the ECC. Students rarely take the elevator. As such, educators need to walk with the students and monitor their safety and progress. At times, educators will need to run small groups with students to teach stair walking.

QUALIFICATIONS:

- Bachelor's Degree preferably in Early Childhood.
- Enrolled and attending a Graduate program in Early Childhood Education or Related Field or has documented post college professional development in related fields (to be determined by administration).
- Minimum of three years' experience in an Early Childhood setting.
- Strong communication and interpersonal skills. Maintaining a friendly and positive attitude and behavior at all times.
- Excellent instructional skills.
- Communicate positively with parents at all times.
- Excellent computer skills. Experience in utilizing AV methods.

COMPENSATION/BENEFITS:

The starting salary for this position is \$45,000. Salary is commensurate with a number of factors including but not limited to experience, education, knowledge and skills. We offer a comprehensive benefits package including medical, dental and vision insurance, retirement plan, life insurance, and family/medical leave.

Qualified candidates should submit a brief cover letter and a resume to jobs@pasyn.org.