



**JOB TITLE:**

Assistant Educator

**DESCRIPTION OF PARK AVENUE SYNAGOGUE:**

Park Avenue Synagogue (PAS) is one of the largest congregations in North America. Located on Manhattan's Upper East Side, the synagogue includes a staff of more than 180 talented individuals, who together with our world-class clergy team, serve a membership of over 2,000 households. Our thriving Adult Programming, Early Childhood Center, Congregational School, Youth, 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:**

Penn Family Synagogue Early Childhood Center (ECC) serves around 100 children. We are seeking an Assistant Educator for the 2026–2027 school year. This is a ten-month, full-time, exempt position. The Assistant Educator will implement a developmentally appropriate and progressive curriculum, balancing play-based and educator-directed activities.

You will work as part of a team of three educators, including an Assistant or Associate and Head Educator, and report directly to the Director of Penn Family ECC and the Assistant Directors of Education. Successful candidates are self-aware and reflective, actively forming and evaluating professional goals to grow in their role. At the Penn Family ECC, “we are all growing.”

If you are passionate about early childhood education, this may be the role for you!

**RESPONSIBILITIES:**

- Collaborate in the planning, preparing, and implementing curriculum under the guidance of the lead educator.
- Work with the teaching team to prepare all classroom materials.
- Assist with maintaining classroom cleanliness, and organization.
- Assist in parent communications such as check-in calls, conferences, and daily/weekly updates on Remini platform.
- Participate in progress report writing.
- Work with children in whole groups, small groups, and individually.



- Implement and reinforce agreed upon classroom management strategies.
- Work collaboratively with all staff and teaching partners.
- Collaborate with the lead educator and assigned mentor (if applicable) to create goals that target professional growth and development.
- 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 part of 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 Education.
- Experience in an Early Childhood setting preferred.
- Excellent instructional skills.
- Must meet all licensing requirements, including fingerprinting and completion of required trainings.
- Strong communication and interpersonal skills.
- Always maintaining a friendly and positive attitude and behavior.
- Communicate positively with parents.
- Excellent computer skills. Experience in utilizing AV methods.



**COMPENSATION/BENEFITS:**

The starting salary for this position is \$40,000 commensurate with experience. We offer a comprehensive benefits package including medical, dental and vision insurance, retirement plan, life insurance, vacation/sick time, and family/medical leave.

Qualified candidates should submit a brief cover letter and a resume to [jobs@pasyn.org](mailto:jobs@pasyn.org).