



## **JOB TITLE:**

Librarian – Penn Family Early Childhood Center

## **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 a 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 members and the community at large.

## **DESCRIPTION OF JOB:**

At Penn Family Early Childhood Center (Penn ECC), we believe that children learn through play. Play gives them the time and space to explore. Through play, children make sense of the world around them by testing out their ideas in multiple scenarios, asking numerous questions, and trying different roles. In observing children at play, educators discern their interests, and a multidisciplinary curriculum emerges. As participants in their learning, students think critically, problem solve and learn skills that prepare them for later learning. Our play-based approach offers many opportunities to integrate Judaic learning, which often includes a connection to Israel. Penn Family Early Childhood Center at the Park Avenue Synagogue seeks applications for a School Librarian for the 2026-2027 academic year. The position provides library instruction to all classrooms and manages Penn ECC library services, spaces, and collections. This position is considered a vital resource to classroom teachers and connecting literature to real-life experiences and school core values.

## **RESPONSIBILITIES:**

- Collaborate with the school administration on library programming, budgeting, choosing the Book of the Month, cataloging books, family engagement, and other duties to be determined.
- Maintain and update lesson plans with collaboration from administration.
- Curate a diverse collection of print books that are age-appropriate for the preschool community.



- Provide library orientation to classroom teachers.
- Consult with the Family Association on author visits.
- Counsel individual families with questions on book selection.
- Train and oversee Parent Association library volunteers to assist with book filing.
- Remain current with publishing trends and best practices in school librarianship.
- Engage in ongoing professional development is relevant to the position.
- Support the mission and philosophy of the Penn ECC.
- View curriculum as well as classroom and School culture through a lens focused on the core values of the ECC.
- Perform additional responsibilities as assigned.

#### **QUALIFICATIONS:**

- A demonstrated love of literature for young readers.
- Energetic, collaborative, and flexible.
- at least 3 years' experience working with preschool-aged students.
- Digital proficiency and technology skills.
- Library science background is a plus.
- Experience in a Jewish educational environment is a plus.

#### **REQUIRED EDUCATION:**

- Bachelor's degree required. Master's degree in Early Childhood Education and/or MLIS a plus.

#### **COMPENSATION:**

- This is a part time hourly position at \$100 per hour.
- Expected 6-10 hours per week.