



# PARK AVENUE SYNAGOGUE

## **JOB TITLE:**

School Administrator

## **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 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 members and the community at large.

## **DESCRIPTION OF JOB:**

The School Administrator at the Penn Family Early Childhood Center is a key member of the school's leadership team. Reporting to the Director, this individual is responsible for ensuring the smooth and efficient functioning of daily administrative operations and the successful delivery of the after-school program.

This role supervises administrative staff, ensures compliance with Department of Health (DOH) regulations, manages logistics and communication systems, and partners with the Director to support budgeting and strategic planning. The ideal candidate has a proven track record of strong organizational, leadership, and communication skills. Experience in an early childhood or educational setting is a plus.

## **RESPONSIBILITIES**

- Supervise, train, and support administrative and after-school staff; oversee daily workflows.
- Ensure efficient front-office operations and maintain clear, responsive communication with families and staff.
- Oversee the planning, staffing, and daily management of the after-school program, ensuring safe, engaging, age-appropriate activities.
- Coordinate logistics for student transitions, space utilization, and dismissal procedures.
- Manage the admissions process, including applications, scheduling interviews and visits, and maintaining accurate enrollment records.



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- Ensure compliance with all applicable licensing requirements (Article 47) and maintain up-to-date records for students, staff, and programs.
- Manage internal and external communications, fostering strong relationships with families, staff, and community stakeholders.
- Coordinate the school calendar, staff schedules, and the use of shared spaces.
- Collaborate with the Program Director on strategic planning and big-picture thinking.
- Partner with the Director on budget development and management; track expenses and assist with financial reporting.
- Organize and manage logistics for school events, family programs, orientations, and staff training days.
- Maintain administrative data systems and standard operating procedures to ensure smooth, compliant daily operations.
- Represent ECC at ISAAGNY (Independent Schools Admissions Association of Greater New York) Early Childhood Administration meetings.
- Support the Parent Association Chairs and assist with parent committees and engagement activities.

### QUALIFICATIONS:

- Bachelor's degree in education, administration, or a related field (or equivalent experience).
- Minimum of 3 years of experience in office management, program coordination, or similar administrative roles; experience in an early childhood or educational setting strongly preferred.
- At least 1 year of supervisory experience, with the ability to coach and motivate staff.
- Strong organizational and time-management skills with excellent attention to detail.
- Excellent written and verbal communication skills.
- Familiarity with regulatory compliance requirements for early childhood programs (Article 47) is **required**.
- Proficiency with administrative software, databases, and common office tools.
- Ability to work collaboratively with diverse families, staff, and community partners.
- Flexibility, problem-solving skills, and a positive, team-oriented attitude.



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### **COMPENSATION/BENEFITS:**

The starting salary for this position is \$70,000. The final salary is negotiable and will be determined based on several factors, including your experience, education, training, skills, and overall fit for the role. As a valued member of the PAS team, you will also be eligible for our comprehensive benefits package, which includes medical, dental, and vision insurance, retirement savings plan, life insurance and paid family and medical leave.

### **HOW TO APPLY:**

Please send your resume and a detailed cover letter to [jobs@pasyn.org](mailto:jobs@pasyn.org), Attention: Director of Human Resources.