



# PARK AVENUE SYNAGOGUE

## **JOB TITLE:**

Assistant Director, Congregational School

## **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 over 1,800 households. Our thriving Adult Programming, Penn Family 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:**

Park Avenue Synagogue seeks to hire a creative and dynamic full-time Assistant Director to join the Congregational School team. The ideal candidate is someone who has a passion for Jewish education and strong administrative skills. Reporting to the Director of Congregational School, the ideal candidate will play a part in curriculum and program development of the Congregational School. You must have a passion for working with students and is committed to creating a dynamic learning experience for students.

## **RESPONSIBILITIES:**

- Oversee implementation of curriculum and weekly lesson planning.
- In collaboration with the Director of Congregational School hire, manage and supervise part time Hebrew and Jewish teachers.
- Create and implement lesson plans for the weekly Shabbat programming.
- Create and implement family holiday programming along with parenting workshops.
- Manage family engagement opportunities, for example NYC field trips.
- Assist Parents Association with event planning during the school year.
- Partner with the broader synagogue education team to plan and implement K-7 Grade High Holiday Programming.
- Partner with educators to address students learning needs.
- Coordinate special synagogue-wide programs such as Celebrate Israel Parade.
- Commitment to inspiring our children and families to be part of a vibrant Jewish community.
- Coordinate special needs and inclusion programming.
- Collaborate with the broader Education Team on the synagogue-wide Inclusion initiative.

**QUALIFICATIONS:**

- Bachelor's degree (Master's degree preferred).
- 3-5 years' experience in Jewish education.
- Works collaboratively as part of a team.
- 3-5 years supervisory experience is required.
- Strong organizational skills with a keen eye for detail while managing multiple tasks including data management and logistics.
- Excellent oral and written skills.
- Must be able to build and maintain relationships at all levels.
- Background in special needs and inclusion is a plus.
- Familiarity with Jewish customs is required.
- Flexibility to work weekends and evenings.

**COMPENSATION/BENEFITS:**

The starting salary for this position is \$70,000. 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](mailto:jobs@pasyn.org).