

**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 2,000 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 a creative and dynamic full-time Assistant Director to join our Congregational School team. The ideal candidate is passionate about Jewish education, brings strong administrative and organizational skills, and is committed to creating meaningful and engaging learning experiences for students.

Reporting to the Director of Congregational School, the Assistant Director will support curriculum development, program planning, and the overall implementation of educational initiatives. This role requires a collaborative, detail-oriented professional who is enthusiastic about working with students, partnering with educators and families, and contributing to a vibrant and inclusive Jewish learning environment.

RESPONSIBILITIES:

- Oversee the implementation of curriculum and weekly lesson planning to support a meaningful and engaging learning experience for students.
- Collaborate with the Director of Congregational School to recruit, hire, manage, and supervise part-time Hebrew and Jewish educators.
- Develop and implement lesson plans for weekly Congregational School classes and Shabbat programming.
- Create and execute family holiday programming in partnership with the Congregational School education team.
- Develop and manage family engagement opportunities for middle school students, including experiential learning opportunities such as NYC field trips.
- Partner with the broader synagogue education team to plan and implement 5th, 6th, and 7th Grade High Holiday programming.
- Collaborate with educators to identify and support students' individual learning needs.
- Inspire students and families to participate in and contribute to a vibrant Jewish community.

QUALIFICATIONS:

- Bachelor's degree required; Master's degree preferred.
- 3–5 years of experience in Jewish education.
- Experience working with upper elementary and middle school students.
- Demonstrated ability to collaborate effectively as part of a team.
- 3–5 years of supervisory experience preferred.
- Excellent written and verbal communication skills.
- Strong interpersonal skills with the ability to build and maintain relationships with students, families, educators, and colleagues.
- Ability to work collaboratively and contribute positively to a team environment.
- Experience or background in special education and inclusion practices is a plus.
- Familiarity with Jewish customs, traditions, and practices required.
- Flexibility to work evenings, weekends, and holidays as needed.
- Availability to work during the High Holidays is required.

COMPENSATION/BENEFITS:

The expected annual salary for this position is \$70,000, and comes with a comprehensive benefits package, including medical, dental, and vision insurance, a retirement plan, life insurance, PTO, and family/medical leave.

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