

**JOB TITLE:**

Assistant Director of School Administration

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 1,800 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:

Reporting to the Director of Penn Family Early Childhood Center (ECC), you will be an integral part of the Penn Family Early Childhood Center administrative leadership as it plans and implements strategic initiatives. You must have strong administrative and analytical skills. You will work with leadership to ensure that operations are executed at the highest level. This position is ideal for a Master Educator looking to transition into the role of administrator.

RESPONSIBILITIES:

- Support the implementation of ECC's educational philosophy and help maintain a strong and inclusive school culture
- Oversee the day-to-day operations of two administrative staff
- Manage the full admissions process for the school
- Ensure students' academic, social, emotional, and physical needs are met through program supervision and collaboration
- Partner with the Program Director to define and manage the program's budget, identifying and implementing operating efficiencies
- Oversee compliance with Department of Health regulations and processes
- Collaborate with the Program Director on strategic planning and big-picture thinking
- Serve as a mentor to first- and second-year educators and help supervise educators and specialists by providing feedback and guidance
- Participate in hiring efforts by interviewing prospective educators, specialists, and consultants

- Manage internal and external communications, fostering strong relationships with families, staff, and community stakeholders
- Oversee the Afterschool Enrichment Program
- 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:

- Master's degree in Early Childhood Education or a related field (required)
- Minimum 5 years of experience in early childhood education
- At least 5 years of experience supervising a team of 5 or more
- Experience with Department of Health operations (preferred)
- Excellent verbal and written communication skills
- Strong organizational skills and ability to work independently in a fast-paced environment
- Positive, adaptable, and collaborative with a “can-do” attitude
- Proficient in Microsoft Office, Outlook, and Salesforce
- Committed to fostering a warm, respectful, and inclusive learning environment

COMPENSATION:

Starting salary for this role is \$80,000. Salary is negotiable based on a number of factors including but not limited to depth of experience, education, knowledge, training and skills. PAS offers a comprehensive benefits package, including medical, dental, and vision insurance, a retirement plan, life insurance, and family/medical leave.

HOW TO APPLY:

Please send your resume and a detailed cover letter to jobs@pasyn.org, Attention: Director of Human Resources. Application will not be considered if there is no cover letter.