



# 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 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 the Congregational School team. The ideal candidate will have a passion for Jewish education, strong administrative skills, and a commitment to fostering a vibrant learning environment. Reporting to the Director of the Congregational School, the Assistant Director will support curriculum and program development, work closely with teachers, and help create engaging, meaningful experiences for students. The candidate must be enthusiastic about working with students and dedicated to cultivating a dynamic and inclusive educational community.

## **RESPONSIBILITIES:**

- Oversee the implementation of curriculum and guide weekly and Shabbat lesson planning.
- In collaboration with the Director of Congregational School, design and implement family holiday programming for grades K-7 and parenting workshops.
- Plan, organize and implement High Holiday Programming for congregational school children.
- Partner with the Director of the Congregational School to recruit, hire, supervise, and manage part-time teaching staff.
- Partner with the Congregational School management team to plan, organize, and execute teacher orientation and professional development sessions.
- Collaborate with full- and part-time educators to support and address students' learning needs.
- Supervise part-time teachers in collaboration with the Director, ensuring instructional quality and adherence to program standards.
- Commitment to inspiring our children and families to be part of a vibrant Jewish community.
- Manage and coordinate family engagement opportunities to support student learning and community involvement.
- Serve as a point of contact for parents regarding the CS program, addressing questions and providing guidance as needed.



## PARK AVENUE SYNAGOGUE

- Partner with the Congregational School management team to plan, organize and execute with teacher orientation and professional development sessions.

### **QUALIFICATIONS:**

- Bachelor's degree required; Master's degree preferred.
- 3–5 years of experience in Jewish education.
- Demonstrated ability to work collaboratively as part of a team.
- 3–5 years of supervisory experience required.
- Strong organizational skills with keen attention to detail while managing multiple tasks, including data management and logistics.
- Excellent oral and written communication skills.
- Proven ability to build and maintain relationships at all levels.
- Background in special needs and inclusion is a plus.
- Familiarity with Jewish customs required.
- Flexibility to work evenings and weekends.

### **COMPENSATION/BENEFITS:**

The starting salary for this position is \$70,000 commensurate with experience. We offer a comprehensive benefits package including medical, dental and vision insurance, retirement plan, life insurance, vacation/sick time, and family/medical leave.

### **HOW TO APPLY:**

Qualified candidates should submit a brief cover letter and a resume to [jobs@pasyn.org](mailto:jobs@pasyn.org), attention Director of Congregational School.