



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 THE CONGREGATIONAL SCHOOL:

The Congregational School is dedicated to positive and engaging Jewish education to inspire lifelong participation in the Jewish community for all our K-12 learners and their families. In partnership with our families and with the synagogue community as a whole, the school provides meaningful learning through both formal and experiential education.

DESCRIPTION OF JOB:

The Assistant Director reports to the Director of the Congregational School and performs duties as directed by her, is responsible for the duties as outlined but not limited to those found below, as well as any other duties consistent with this position as requested by Director of Congregational Education and the Board of Trustees of Park Avenue Synagogue.

RESPONSIBILITIES:

- Overseeing the curriculum for Grades 4-7 and teachers' weekly lesson planning
- Work with the Congregational School team members to develop curriculum for all grades
- Liaise with parents as needed regarding the Congregational School program
- Supervising of part-time teachers along with the Director
- Working with part-time teachers to address individual learner needs
- Overseeing tefillah sessions in collaboration with the Congregational School and clergy team members (for grades K-7)
- Overseeing family programming
- Managing implementation of special parenting workshops throughout the school year
- Assisting the Congregational School Parents Association with events throughout the school year
- Involvement in broader synagogue programming and holiday celebrations
- Attending all Congregational School special events
- Overseeing K-7 Grade High Holiday Programming along with Director and the Congregational School Education Team



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- Assisting in interview process of prospective teachers, along with teacher orientation and professional development sessions
- Responsible for Sixth Grade B'nai Mitzvah program
- Overseeing NYC field trips for grades 6 and 7
- Bringing best practices of B'nai Mitzvah age education to the Congregational School
- Oversee our teacher trainee program (PASTA) in coordination with Teen Director
- Committed to inspiring our children and families to be part of a vibrant Jewish community
- Other projects as assigned by the Director of the Congregational School and Director of Congregational Education

QUALIFICATIONS:

- Bachelor's degree
- Strong interpersonal skills and experience communicating effectively with parents, colleagues and other stakeholders
- Excellent project management, program planning, organizational and administrative skills
- Strong oral and written communication skills
- Team player: ability to work collaboratively with other team members to achieve goals
- Flexible schedule including some nights, Shabbats, holidays and Sundays
- Experience leading informal and formal innovative Jewish holidays, Israel, Shabbat and other Jewish educational programs and classes for youth, and their families
- Professional experience in Jewish education, camping, Hillel campus or synagogue setting
- Ability to lead dynamic and meaningful worship services for youth and high school students in collaboration with clergy and educational team a plus
- Inclusion & Special Needs background a plus

SALARY: Starting salary \$60,000 commensurate with experience

Comprehensive benefits package including healthcare and funded HSA, 15 days of vacation, Federal Holidays, and 7 days of sick leave.

Qualified candidates should submit a brief cover letter and a resume to Zawnia Dehaney, Director of Human Resources at jobs@pasyn.org.

Frequently cited statistics show that women and underrepresented groups apply to jobs only if they think they meet 100% of the criteria. If you meet many but not all of the criteria and feel you may be a good fit for the role, Park Avenue Synagogue encourages you to apply.