



**JOB TITLE:**

Assistant Educator

**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 160 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 our members and the community at large.

**DESCRIPTION OF JOB:**

We are seeking an Assistant Educator to be employed in the Synagogue's Penn Family Early Childhood Center (ECC) for the 2024-2025 school year. You must implement a developmentally appropriate and progressive curriculum, balanced in play and educator-directed activities. You will work in a team of three educators which includes an Associate and Assistant Educator. This position will report directly to the Director of the Early Childhood Center. Becoming part of the faculty of educators at the ECC requires an individual to remain self-aware and self-reflective in forming and evaluating professional goals to develop in their role. "At Penn Family Early Childhood Center, we are all growing." This position is full time and exempt from overtime. If you are passionate about education, this may be the role for you!

**RESPONSIBILITIES:**

- Collaborate in the planning, preparing, and implementing curriculum under the guidance of the lead educator.
- Work with the teaching team to prepare all classroom materials,
- Assist with maintaining classroom cleanliness, and organization.
- Assist in parent communications such as check in calls, conferences, and daily/weekly updates on Remini platform.
- Participate in progress report writing.
- Work with children in whole groups, small groups, and individually.
- Implement and reinforce agreed upon management strategies.
- Work collaboratively with all staff and teaching partners.
- Collaborate with the lead educator and assigned mentor (if applicable) to create goals that target professional growth and development.
- Follow all policies and procedures outlined in Penn Family Early Childhood Center's staff handbook as well as the Park Avenue Synagogue staff handbook.

**PHYSICAL REQUIREMENTS:**

- Facilitate learning across various environments and situations such as: communicating at eye level, sitting on the floor or at child sized tables to engaging with students, lifting a child in duress, offering a lap to a child in need.
- Toileting is an integral aspect of the developmental learning process at the ECC. Educators need to be prepared to change diapers for all students. This includes lifting children onto a changing table or toilet seat as needed.
- Stair walking is the culture at the ECC. Rarely do students take the elevator. As such, educators need to walk with the students and monitor their safety and progress. At times, educators will need to run small groups with students to teach stair walking.

**QUALIFICATIONS/CORE COMPETENCIES:**

- Bachelor's Degree preferably in Early Childhood Education.
- Experience in an Early Childhood setting preferred.
- Strong communication and interpersonal skills. Always maintaining a friendly and positive attitude and behavior.
- Excellent instructional skills.
- Communicate positively with parents.
- Excellent computer skills. Experience in utilizing AV methods.

**COMPENSATION/BENEFITS:**

The starting salary for this position is \$38,000 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.

Qualified candidates should submit a brief cover letter and a resume to [jobs@pasyn.org](mailto:jobs@pasyn.org).