

School Principal

Islamic Education Center of Pennsylvania
Allentown, PA

ORGANIZATION BACKGROUND

Founded in 2004, the Islamic Education Center of Pennsylvania (IECPA) is a registered 501(c)(3) non-profit organization serving the local Lehigh Valley community through a host of religious and social programs.

VISION + MISSION

Our **vision** is to uplift the local community by fostering a sense of unity that embodies Islamic values and develops well-rounded members of society.

Our **mission** is to educate the Lehigh Valley community about the tenets of Islam by providing educational, religious, social, and economic services to all those in need.

ROLE MISSION STATEMENT

The School Principal of IECPA's educational programs under Tajan serves as the administrative, instructional, and operational leader, providing a clear vision for student learning, ensuring a safe and orderly environment, cultivating strong relationships with diverse stakeholders, promoting high-quality instructional practices, and striving to equip students with a robust foundation in Islamic knowledge. Additionally, the Principal will develop and implement strategies to achieve IECPA's educational vision and goals, ensuring continuous progress toward these objectives.

JOB RESPONSIBILITIES

Leadership and Management:

- Work with the Education Committee, BD, and Executive Director to provide visionary leadership and execute strategic plans for IECPA's educational programs.
- Ensure alignment of educational programs with the organization's mission and vision.
- Foster a positive and collaborative culture among staff, volunteers, and the community.

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- Oversee the day-to-day operations of the educational department, ensuring efficient and effective management of resources.
- Communicate regularly with the Executive Director, providing updates on progress, challenges, and opportunities.

Programs:

- Create, arrange, and implement various educational programs and events for children and adolescents.
- Collaborate with current staff and volunteers to improve existing programs and develop new ones based on community needs.
- Manage ongoing IECPA classes, including Sunday school, Afterschool programs, Islamic studies, and other offerings based on community needs.
- Expand educational offerings while ensuring high-quality instruction is maintained.
- Promote high-quality instructional practices that consistently allow for effective instruction school-wide
- Adapt to potentially shifting responsibilities as the educational program develops and grows based on community needs.
- Collect, analyze, and use multiple sources of data to guide continuous improvement in student learning, student and staff well-being, and professional development for staff.

Training and Supervision:

- Recruit and interview prospective staff and volunteers.
- Create staff schedules and evaluate staff performance to build a successful and supportive team.
- Arrange and conduct professional learning for new personnel, existing staff, and volunteers as needed.
- Provide teachers with timely and constructive feedback on classroom instruction to develop teacher practice.
- Participate in professional learning and training programs.

Budgeting:

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- Create, manage, and operate within a budget determined in coordination with the Executive Director.
- Maintain financial accounts and prepare budgets and reports to submit to the Executive Director periodically and upon request.

Marketing:

- Utilize industry-standard marketing techniques to increase enrollment and network with the local community.
- Work with local school districts, community leaders, and parents to distribute information about IECPA's educational programs.

Compliance:

- Ensure compliance with all applicable laws, policies, and regulations across the organization.

QUALIFICATIONS:

REQUIRED:

- A BS/BA degree in Education, Curriculum Development, and instruction from an accredited college or university with relevant teaching experience
- 5+ years of experience in administration
- Fluent in English, both oral and written
- Strong public relations and networking skills
- Strong leadership qualities and conflict resolution capabilities
- Team player with the ability to step in and backfill where needed
- Self-motivated and entrepreneurial-minded
- Demonstrates a strong work ethic, maturity, and experience
- Strong Islamic character with excellent communication, organizational, and leadership abilities
- Effective multitasking and time management skills
- Ability to work with people from diverse backgrounds and with volunteers
- Must be a practicing Sunni Muslim
- Adaptable to irregular hours due to the timing of events and special occasions (e.g., Ramadan, Jumu'ah)
- Onsite presence required

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PREFERRED BUT NOT REQUIRED:

- Proficiency in Arabic
- Proven Quranic and Islamic knowledge and/or degree/coursework in Islamic studies
- Highly skilled with computers and technology
- Strong project management and scheduling skills

Additional Information:

- **Hours:** Fulltime.
- **Salary:** The median salary is \$60,000, which is commensurate with experience and qualifications.
- **Application Deadline:** August 16th 2024

How to Apply:

Interested candidates are invited to submit their resumes, cover letters, and two references to dkhan@iecpa.org by August 16th, 2024. Please include "IECPA Principal Application" in the subject line.

We look forward to welcoming a new member to our team who is committed to empowering and educating the next generation of students in our community.