

# Schools Principal

Islamic Education Center of Pennsylvania  
Allentown, PA

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## 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 Schools Principal serves as the administrative, instructional, and operational leader of the schools at IECPA. The Principal is vital in 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 implement strategies alongside the Education Committee and the Executive Director to achieve IECPA's educational vision and goals, ensuring continuous progress towards objectives.

Here are the Schools Principal's main objectives for the upcoming two years :

- 1) Oversee IECPA's current part time school offerings:
  - a) Tajan Quran Institute- IECPA's afterschool program that currently offers quran and arabic classes
  - b) IECPA sunday school- a curriculum based sunday school
- 2) Improve on current IECPA offerings:
  - a) Streamline operations
  - b) Expand part-time offerings
  - c) Increase quality
- 3) Explore and roadmap full time offerings at IECPA:
  - a) Gauge community interest for full time school offerings
  - b) Identify solutions and growth opportunities worth exploring
  - c) Work closely with the Education Committee and Executive Director to create a roadmap on future offerings

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## **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 school offerings.
- Ensure alignment of school offerings with the organization's mission and vision.
- Foster a positive and collaborative culture among staff, volunteers, and the community.
- 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 under the schools.
- Collaborate with current staff and volunteers to improve existing curriculum based programs and develop new ones based on community needs.
- Expand school 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 offerings develop and grow 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.

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- 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:**

- 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 IECPA's marketing and outreach resources 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

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- 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

## **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 compensation package 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](mailto: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.