

School Coordinator Role
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 OVERVIEW

The School Coordinator is an 11-month position. The coordinator will be responsible for the educational programs in the Tajan weekday and weekend (Sunday -Thursday) school. The individual must be available to work Sunday through Thursday.

JOB RESPONSIBILITIES

- Works collaboratively with the Education Committee to establish educational programs that create conditions for access and educational success for all students.
- Creates a positive, safe, and supportive culture for staff and students.
- Evaluates the performance of all staff.
- Provides administrative oversight of student discipline.
- Maintains fiscal oversight of school budgets.
- Evaluate the implementation of educational programs and lead professional learning with staff.
- Conducts staff meetings to review data and/or discuss instruction and educational outcomes for students.
- Manages the school's operation, including coordinating classroom space use with other programs offered at the Masjid.
- Establishes and maintains effective working relationships with other masjid staff, employees, families, and community members.
- Demonstrates effective and proactive communication skills.
- Participates in professional learning to develop their leadership skills.

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QUALIFICATIONS:

- A BS/BA degree in Education, Curriculum Development, and instruction from an accredited college or university with current teaching experience.
- Minimum five years of teaching experience with leadership opportunities.
- Master's degree in education preferred.
- Must be a practicing Sunni Muslim

Additional Information:

- **Hours:** Full-time.
- **Salary:** \$65,00-75,000 total compensation package, which is commensurate with experience and qualifications
- **Application Deadline:** November 6th, 2024

How to Apply:

Interested candidates are invited to submit their resumes, cover letters, and two references to aawadalla@iecpa.org by November 6th, 2024, or until the position has been filled. Please include "School Coordinator" in the subject line.

We look forward to welcoming a new member to our team who is committed to empowering and supporting our community's next generation of students.