



In the name of Allah, Most Merciful, Most Beneficent

Principal's Job Description

JOB TITLE: Principal
REPORTS TO: AFA Management Committee Chairman
SUPERVISES: Licensed Staff, Custodial Staff, Secretarial/clerical Staff, All regular Instructional and other professional staff members assigned to school.

NATURE AND SCOPE OF JOB:

The School Principal serves as the educational leader, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe traditional Islamic learning environment that meets the approved curricula and mission of the school.

Achieving academic excellence requires that the school Principal work collaboratively to direct and nurture all members of the school staff hired by the AFA Education Committee and to communicate effectively with parents. Inherent in the position are the responsibilities for scheduling, curriculum development, extracurricular activities, personnel management, emergency procedures, and facility operations.

Work closely with the AFA Managing Committee to operate and manage every aspect of an educational program and environment that provides the best educational opportunities for students within the Charter and Florida State law guidelines, furthering the mission of the school.

Establish and maintain an Islamic environment within the school.

Goals & Objectives:

a) Achieve significant academic improvement at all levels and shape the vision for academic success. *The principal will be responsible for regularly providing data supporting proof of academic improvement (e.g., standardized scoring).*

b) Establish an Islamic foundation that enhances the moral character and manners of students.

c) Maintain exemplary discipline within the school in an Islamic environment.

d) Ensure the school meets all federal, state, and local regulatory compliance.



- e) Regularly communicate with the Managing Committee about the school's needs, successes, and general operations.
- f) Establish an environment conducive to extracurricular activities and sports.
- g) Demonstrate leadership in securing federal and state grants for the school.

Core Competencies/Expected Behaviors:

Shows transparency and honesty by

1. Communicating directly, professionally, and honestly.
2. Being receptive to constructive feedback and asking appropriate questions.
3. Demonstrating willingness to engage with multicultural students and parents.
4. Communicating with the leadership of other Islamic schools.
5. Leveraging the strengths of the staff.
6. Establishing partnerships with stakeholders, such as parents and the community.

Problem-Solving Leadership Qualities:

1. Being sensitive to different perspectives and resolving conflicts constructively.
2. Prioritizing effectively and producing work that is comprehensive in scope, detailed, and accurate.
3. Developing sound, timely, and practical solutions to daily challenges and unique conflicts.

Leadership Qualities:

1. Setting priorities and aligning individual goals with group goals in support of the AFA Mission, Vision, Values, and Goals.
2. Taking responsibility for decisions and their consequences.
3. Meeting established deadlines and effectively utilizing work time to achieve goals and objectives.

Team-Based Effort:

1. Participating in achieving unit goals and objectives and collaborating effectively with other colleagues at the school.
2. Establishing and developing collaborative relationships with others in the AFA community.
3. Committing to team objectives and respecting decision-making structures, even while holding a dissenting viewpoint.



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Innovation/Entrepreneurial Spirit:

1. Anticipating and making necessary changes to meet school goals.
2. Identifying new and creative techniques, technologies, or processes to improve institutional effectiveness.
3. Demonstrating a commitment to self-development, faculty development, and continuous learning.

POSITION REQUIREMENTS

Education & Experience

- 5-7 years' experience as a school leader (principal or vice-principal preferred) with significant areas of responsibility.
- Demonstrated record of success raising test scores in a non-selective school that provides an outstanding education for its students.
- 3-5 years of teaching experience.
- MA or MEd (preferred)
- School Administrator/Principal Certification
- Primary school expertise

Competitive pay, the salary will be based on qualifications and experience the package includes medical benefits and Bonus etc., up to \$100,000.

Please forward your resume and other certifications documents to Secretary@icnef.org